Sharpdesk™ R3.1

User's Guide
Version 3.1.08

SHARP®

Downloaded From ManualsPrinter.com Manuals

Copyright

© 2000-2004 by Sharp Corporation. All rights reserved. Reproduction, adaptation or translation without prior written permission is prohibited, except as allowed under copyright laws.

Trademark Acknowledgements

Sharp® is a registered trademark of Sharp Corporation.

Sharpdesk™ is a trademark of Sharp Corporation.

Microsoft® and Windows® are registered trademarks of Microsoft Corporation.

Internet Explorer®, Microsoft Word®, and Microsoft Excel® are registered trademarks of Microsoft Corporation.

All other trademarks identified herein are the property of their respective owners.

Downloaded From ManualsPrinter.com Manuals

Table of Contents

Chapter 1 Introduction 1
Overview 2
About This Guide 3
User's Guide Organization 3
Definitions of Terms 4
Sharpdesk Online Help 4

Chapter 2 Installing Sharpdesk 5
Installation Procedure 5
Software Location 5
User File Location 5
Sharpdesk CD Installation 6
Uninstalling Sharpdesk 7

Chapter 3 Sharpdesk Overview 8
Introduction 8
Starting Sharpdesk 9
Menu Bar 9
Folder Window 9
Toolbar 9
Work Area 10
Output Zone 10
Status Bar 10
Scroll Bars 10
Navigating in Sharpdesk 11
Working with the Folder Window 11
Right-Click Options 11
The Sharpdesk Menu 13
The Sharpdesk Toolbar 15
The Sharpdesk Output Zone 16
Exiting Sharpdesk 16

Downloaded From ManualsPrinter.com Manuals

Chapter 4 Working with Sharpdesk 17
Introduction 17
Viewing Images and Documents 17
Working within a Folder 18
Working with Images 19
Combine 19
Split 19
Rotate 19
Controlling the Desktop Display 20
Changing the Thumbnail Size 20
Adding/Removing an Application on the Output Zone 20
Set up Sharpdesk Entry Folder 20
Viewing Image Files 21
Setting the File Types to be Viewed by Sharpdesk Imaging 21
Notification of Changes to File Type Viewer 21
Setting Export Options 22
Changing the Default Export Resolution 22
Changing Color Settings 22
Viewing a Document's Property Details 22
Organizing Files 23
Selecting Files 23
Opening Files 23
Deleting Files 24
Restoring a File 24
Moving Documents and Folders 24
Creating Folder Shortcuts 24
Reordering Folders 24
Copying a File 25
Renaming a File 25
Attaching a Document to Electronic Mail (Email) 25
Scanning with Sharpdesk 25
Scanning Documents 25
To scan an image from a scanner using the TWAIN driver: 25
To scan an image from a scanner using the WIA driver: 26
To scan an image from a camera using the WIA driver: 26
Setting Scanning Options 26
Viewing Scanned Images 26
Changing Scanning Options 28

Chapter 5 Searching with Sharpdesk 29
Introduction 29

Downloaded From ManualsPrinter.com Manuals

Setup Required 30
Index Databases 30
Ignored Words 31
Restrictions 31
Searching 32
To run a search 32
Search Query Syntax 32
Phrases 33
Wildcards (* and ?) 33
Examining the Results 35
Sorting the Results List 36
Moving Files 36
Running Another Search 36
Viewing the Last Search 36
Using Favorite Searches 36
Advanced Searching Techniques 37
File Attributes Tab 37
Document Properties Tab 38
Favorites Button 38
Customizing Search Preferences 39
Setting up an Index 40
Creating a New Index Database 40
Editing an Index Database 43
Deleting an Index Database 44
Setting up an Index Schedule 44
Manually Indexing the Database 46
Monitoring the Indexing Process 46
Show Progress 47
Show Last Indexing 47
Perform Indexing 47
Cancel Indexing 47
Exit 47

Downloaded From ManualsPrinter.com Manuals

Chapter 6 Composing with Sharpdesk 48
Introduction 48
Starting Composer 50
Menu Bar 50
Toolbar 50
Work Area 50
Reference Area 51
Menu Options 51
Toolbar Options 52
Working with Composer 53
Loading Pages into Composer 53
Adding Pages into Composer 54
Adding Pages from Sharpdesk or Windows Explorer 54
Creating Composer Documents 54
Arranging Pages 54
Deleting Pages 55
Headers and Footers 55
Applying Header/Footer to Selected Pages 55
Setting the Size of the Header/Footer band 56
Setting the Text for the Header/Footer 56
Attaching a Document to Email 56
Saving Documents 56
Opening a Composer Document 57
Closing Composer 57

Downloaded From ManualsPrinter.com Manuals

Chapter 7 Sharpdesk Imaging 58
Introduction 58
Basic Imaging Concepts 58
What is Imaging? 58
Types of Images 59
Image File Formats 59
Image Documents 59
Sharpdesk Imaging 60
Imaging Application 60
Display Images 60
Convert Image Files 61
Change Image Display 62
Scan Images 62
Annotate Images 62
Create a Contact Sheet 63
Image Processing 63
Using the Imaging Application 64
Starting Sharpdesk Imaging 64
Finding an Image Document 64
Setting Properties 64
Finding Specified Properties 65
Displaying an Image Document 66
Opening the Document 66
Changing the Display 66
Displaying and Changing Thumbnails 67
Creating a Contact Sheet 68
Annotating a Document 68
Applying a Rubber Stamp 68
Adding a Highlight 70
Changing Highlight Properties 70
Document Enhancement 71
Removing Speckles From a Document 71
Straightening a Page 71

Downloaded From ManualsPrinter.com Manuals

Chapter 8 Converting Images to Text 73
Introduction 73
Setting Convert by OCR Options 74
Setting the Output File format 75
Setting the Original Document Layout 76
Setting Languages in Document 76
Selecting a User Dictionary 77
Selecting an existing dictionary 77
Modifying a user dictionary 77
Creating a new User Dictionary 79
Setting the Reject Character 79
Controlling the OCR Options Dialog 79
Convert an Image using Drag-and-Drop 79
Chapter 9 Glossary 81

Downloaded From ManualsPrinter.com Manuals

Chapter 1
Introduction

Welcome to Sharpdesk! This software offers you a complete, easy-to-use solution for organizing and working with your paper and electronic documents and images. Once a document has been saved to your PC, you can use Sharpdesk to organize it, view it, and then print it or e-mail it. Sharpdesk integrates the tools you need.

This User's Guide describes the standard features of Sharpdesk. Sharpdesk also works with other Sharp products that might add new capabilities to Sharpdesk that are not included in this Guide. The details of these new capabilities are described in the literature that comes with the Sharp product that "links in" to Sharpdesk.

Downloaded From ManualsPrinter.com Manuals

Overview

Working with Sharpdesk, you can:

- Scan Images and Documents — Sharpdesk works with your scanner to let you read paper documents into your PC using all of the scanning controls and options provided with your TWAIN scanner or Sharp multi-functional peripheral (MFP) with the Network Scanner Tool option. Sharpdesk provides you with both "simple" scanning options as well as "advanced" options, giving you full control over scanning preferences.
- Convert Images to Text — Text images scanned into Sharpdesk can be converted into editable text for use with common word processors. Sharpdesk uses an advanced Optical Character Recognition (OCR) engine that even preserves your document layouts. You can also convert an image containing text into a word processing format by simply dragging it from any folder onto the Sharpdesk Output Zone.
- Prepare Production Ready Documents — Using Sharpdesk Composer, you can combine files of different types into a single production-ready document. For example, combine a Word® file with an Excel® file and then add in a Lotus® file. In general, any application that can send documents to a printer can contribute pages to a Composer document. Reorder pages as you want them to appear and then print the entire document into stapled sets, making a single trip to the printer to collect your new documents.
- View Your Images — Using Sharpdesk Imaging, viewing your stored images, scanned images, and digital camera images is quick and easy.
- Distribute Your Documents — Distribute documents by e-mail or print a hard copy as easily as dragging a file onto an icon on the Sharpdesk Output Zone.
- Import/Export an Image or Document — Import, store, and manage .BMP,.JPG, .PCX, or .TIF documents and images directly from Sharpdesk.
- Advanced Search Capabilities — Search for images and documents using a wide variety of search criteria including a single word, a phrase, or a list of words. Search for particular images or documents using a document path, image/document type, modified date, image/document size, a document's property specifications, or Boolean operations "and", "or", "not", or "near".

Downloaded From ManualsPrinter.com Manuals

About This Guide

This User's Guide assumes you have a basic understanding of Windows operation and are familiar with Windows terms. This includes how to start your system and navigate within a Windows environment, and perform such basic Windows functions as copying, printing and moving documents. For assistance in using Windows or Internet Explorer, refer to your Microsoft Windows user documentation.

User's Guide Organization

This user's guide is organized into the following chapters:

Chapter 1, Introduction

A basic overview of Sharpdesk features, options, system requirements, and User's Guide organization.

Chapter 2, Installing Sharpdesk

Reviews the installation process and how to uninstall the software.

Chapter 3, Sharpdesk Overview

This chapter looks at how to navigate and work within Sharpdesk, including its menu and toolbar options.

Chapter 4, Working with Sharpdesk

This chapter explains how to change the view of your images and documents in Sharpdesk, and how to organize them, including how to open, save, copy, and move documents. It reviews Sharpdesk scanning options and controls including how to select a scanner, scan an image into Sharpdesk, and set scanning options.

Chapter 5, Searching with Sharpdesk

This chapter shows you how to search for images and documents using Sharpdesk's advanced searching capabilities from using a single word or phrase, to using the Boolean operations "and", "or", "not", or "near".

Chapter 6, Composing with Sharpdesk

Creating production-ready documents could not be easier with Sharpdesk Composer. This chapter shows you how to combine documents, re-order documents, and print a final document.

Chapter 7, Sharpdesk Imaging

The tools for viewing images are reviewed in this chapter, including adjusting the view of images, printing images, and adjusting Imaging default options.

Chapter 8, Converting Images to Text

This chapter shows you how to convert an image into a format you can use with your favorite word processor and provides a few helpful hints on what you can do once it has been converted.

Chapter 9, Glossary

List of terms used in this Guide or related to image processing.

Downloaded From ManualsPrinter.com Manuals

Definitions of Terms

As you work with Sharpdesk, keep in mind how the following terms are used:

Images

In Sharpdesk, the term Image refers to items that can be loaded into Imaging.

Devices

A device is a piece of hardware such as a scanner, printer, fax machine, digital camera or copier.

OCR

Optical Character Recognition (OCR). A technology that lets you convert an image into a form that is compatible with common word processors.

Sharpdesk Online Help

The online help provides step-by-step instructions for performing Sharpdesk tasks. You can access the online help by using the Help menu in each application.

Downloaded From ManualsPrinter.com Manuals

Chapter 2
Installing Sharpdesk

Installation Procedure

Installing the Sharpdesk software is simple and straightforward. When you install Sharpdesk, the entire suite of Sharpdesk applications, including Sharpdesk, Composer, and Imaging, is loaded into your PC.

Software Location

By default, the Sharpdesk software is installed on your default boot drive (usually `C:\`) in a folder named Sharpdesk (the full path is `C:\Program Files\Sharp\Sharpdesk\`), unless you specify another drive and/or folder during installation. The installation process also changes some of your system files to allow all the Sharpdesk components to work properly.

User File Location

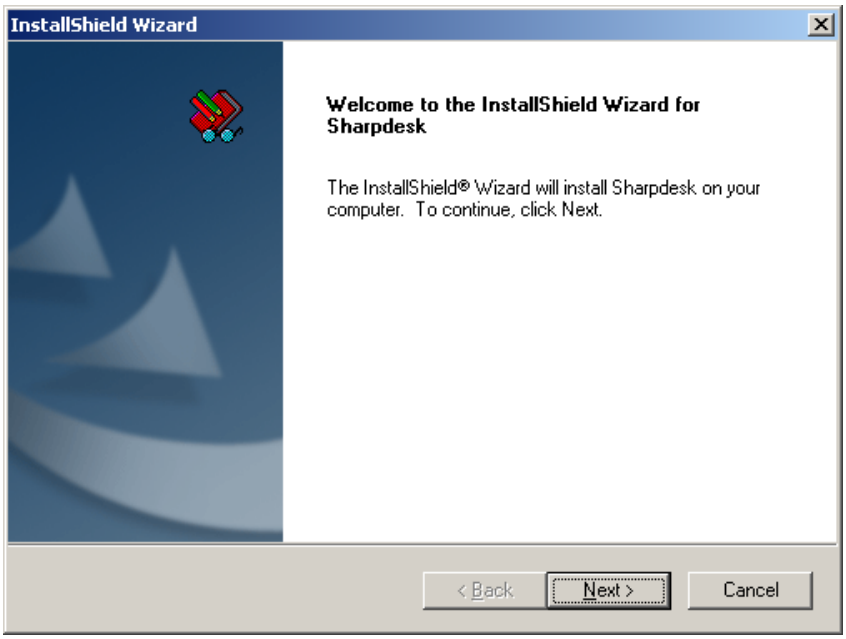
You can also specify the location of where to store the documents and images you work on in Sharpdesk. Unless otherwise specified, the installation program creates a new `Sharpdesk Desktop` folder and subfolders on the default boot drive (usually `C:\`). If you specify another location for your data files, you should not assign them into the same folder (or sub-folder) as the Sharpdesk software, since all Sharpdesk software folders will be deleted if Sharpdesk is ever uninstalled.

Downloaded From ManualsPrinter.com Manuals

Sharpdesk CD Installation

To install Sharpdesk from a CD:

1. If any Windows applications are open, close them to ensure that the software installs properly. In particular, anti-virus programs such as "Norton AntiVirus" may report false warnings if they are not disabled prior to installation.
2. Log into your PC with a user ID with full Administrator privileges.
   Note: Windows XP will allow non-administrator users to perform administrator tasks if they know the login to a full administrator; however, it will not work for Sharpdesk. If presented with a Windows "Run As" dialog, Cancel the dialog and log in as an Administrator before starting or continuing the installation of Sharpdesk.
3. Insert the installation CD into your CD-ROM drive. In a few moments, the installation Welcome screen automatically appears on your monitor screen. If the Welcome screen does not appear (for example, because you have disabled the Windows Auto Run feature), run the Setup.exe program located in the `\Sharpdesk` directory on the CD.
   NOTE: If the CD supports multiple languages, you need to choose a language first.


InstallShield Wizard
Welcome to the InstallShield Wizard for Sharpdesk
The InstallShield® Wizard will install Sharpdesk on your computer. To continue, click Next.
< Back
Next >
Cancel

Sharpdesk Installation Welcome Screen

4. Follow the on-screen instructions to complete the installation.
5. Once the installation completes, you might be prompted to restart your computer. If so instructed, you must restart your computer in order to use Sharpdesk. Remember to log in again with the same user id that you started the installation with. If you do not do this, the installation cannot complete properly.

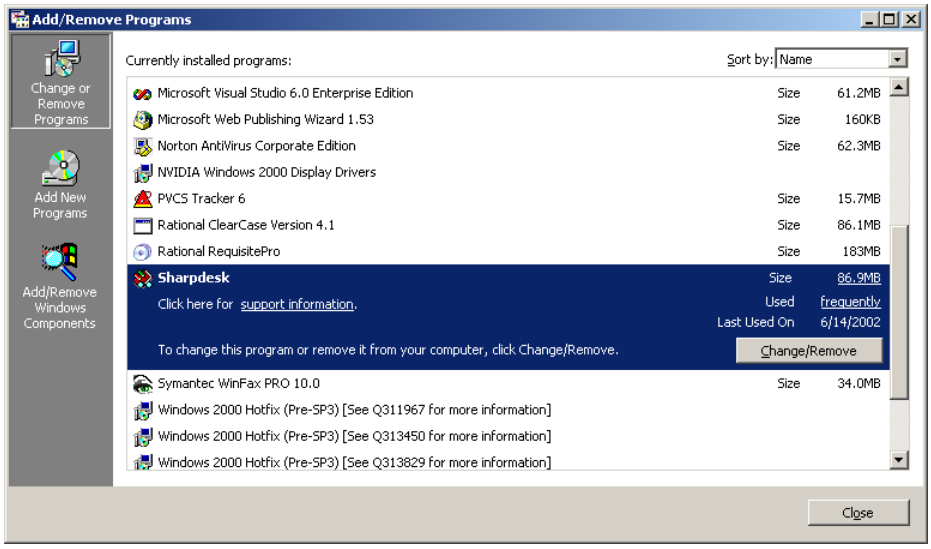
During installation or, if required, when restarting your computer, a folder is created in your Program Files directory or the location you specified during installation containing all the Sharpdesk, Composer, and Imaging software files. You will also find a Sharpdesk entry added to your Start/Programs menu containing the Sharpdesk and Imaging software files. Finally, a Sharpdesk shortcut is placed on your desktop making access to the software very convenient.

Downloaded From ManualsPrinter.com Manuals

Uninstalling Sharpdesk

If you need to uninstall Sharpdesk, you can do so using the following standard Windows procedure for uninstalling software.

1. Click the Windows Start button, then Settings and Control Panel.
2. Double-click Add/Remove Programs.



Add/Remove Programs Properties Dialog Box

3. In the Add/Remove Programs Properties dialog box, scroll down the software list and click on Sharpdesk.
4. Click Add/Remove.
5. When the confirmation message displays, click OK to complete the Sharpdesk uninstallation. Note that the uninstall process will not delete document files or folders created or modified after Sharpdesk was installed. Data files installed with Sharpdesk (Search Samples, for instance) will be removed during uninstall if they have not been modified.
6. When complete, click OK to close the Add/Remove Programs Properties dialog box.

The menu item, “Uninstall”, in the Windows startup menu also launches this process.

Downloaded From ManualsPrinter.com Manuals

Chapter 3
Sharpdesk Overview

Introduction

Sharpdesk is a Windows application that provides integrated organization for all your paper and electronic documents and images. With Sharpdesk, you can:

- Scan and view documents
- Convert images into text documents
- Organize documents and images among Windows folders
- Distribute documents by e-mail

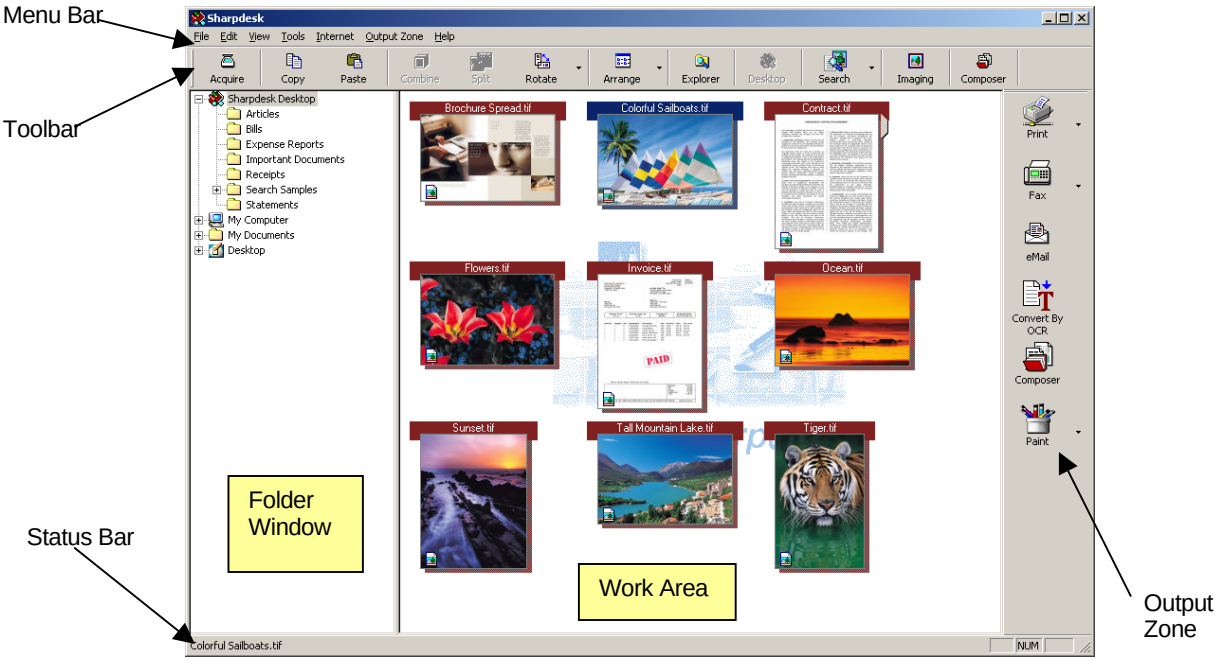
Sharpdesk makes working with the devices connected to your computer (scanner, printer, or digital camera) more efficient, easy, and productive than ever before.

Downloaded From ManualsPrinter.com Manuals

Starting Sharpdesk

You can start Sharpdesk from the Windows Start menu by clicking Start, pointing to Programs, then to Sharpdesk, and finally clicking Sharpdesk.

You can also start Sharpdesk from the Windows desktop by double-clicking the Sharpdesk shortcut icon.



Sharpdesk Main Window

Folders and files are selected by clicking on them in the Folder Window or in the Work Area. Once selected, you can display information or execute commands by right-clicking on them. Or, you can choose a command from the Menu Bar, Toolbar, or Output Zone. Sharpdesk provides you with a convenient way of viewing, organizing, and distributing your files.

Sharpdesk is comprised of the following elements:

Menu Bar

The menu bar contains all the commands that are available in Sharpdesk, from opening and displaying documents to accessing product support on the Internet.

Folder Window

The Folder Window lets you access your files and system resources. It can be used much like Windows Explorer to locate and display information from Sharpdesk or your Folder/Drive.

Toolbar

The toolbar provides quick access to key commands and other Sharpdesk applications such as the Sharpdesk Composer and Imaging.

In circumstances where a command or application is not possible, the toolbar button is dimmed and unavailable for selection. (Exception: The “Acquire” Button is dimmed after the first execution if it is unavailable.) To see what a toolbar option can do, place the mouse pointer directly over the toolbar icon and a tool tip appears explaining the function of that option.

Downloaded From ManualsPrinter.com Manuals

Work Area

The work area displays the contents of a selected folder in a thumbnail view. From the work area, you can select a file to work with, and then view it, convert it to text, or print it.

Output Zone

The Sharpdesk Output Zone displays icons for various destinations you can send files to. The Output Zone lets you print, fax, e-mail, convert images to text, and pass files to other applications of your choice with a simple drag-and-drop operation.

Status Bar

The status bar displays information about a selected file in addition to command and toolbar definitions. The definitions appear when you move the mouse pointer over a command or toolbar option. This is standard Windows status bar behavior.

Scroll Bars

If the contents of the Folder Window or the Work Area are more than can be displayed in the current window, Sharpdesk provides scroll bars that let you view all the available information.

Downloaded From ManualsPrinter.com Manuals

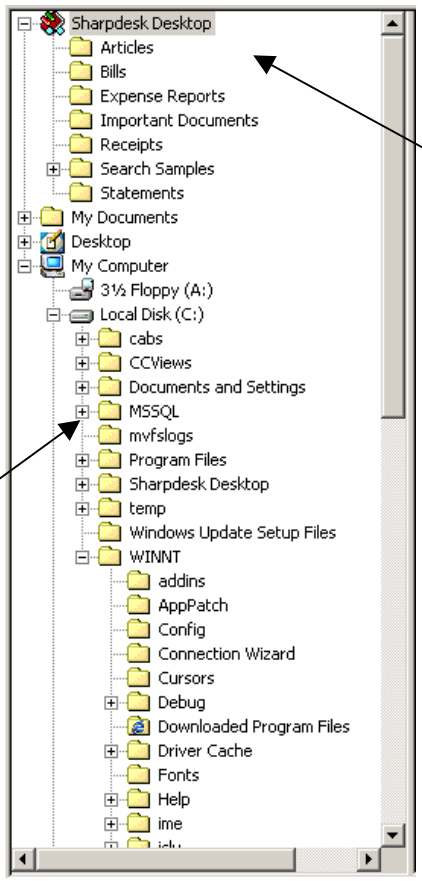
Navigating in Sharpdesk

Working with Sharpdesk is very easy. It is designed to let you find your images and documents quickly using the Folder Window, the Menu Bar, and the Toolbar.

Working with the Folder Window

By default, the Folder Window appears at the left on the Sharpdesk screen. The Folder Window can be used much like Windows Explorer to locate and display information from Sharpdesk, your hard disk, or any connected network drives.

Using the Folder Window, you can display both the hierarchy of your Folder/Drive contents and the individual contents of each selected folder in the work area. Click on a folder to display the files contained in that folder in the work area.



Sharpdesk Folder Window

Note: Deleting or renaming system files or folders may cause Windows or other applications to become unstable. Do not delete or rename files or folders without understanding what can occur.

Right-Click Options

Right-click on a folder in the Folder Window to display a popup menu with Explorer-like menu options that let you perform the following actions:

- New Folder — create a new folder at the current location.
- Rename — rename the selected folder.
- Delete — delete the selected folder into the Windows recycle bin.

Downloaded From ManualsPrinter.com Manuals

- Sharpdesk Folders — add a folder shortcut to the Sharpdesk Folder window, reorder folders in the Folder Window, or remove folder shortcuts from the Folder Window.
- Copy — copy the contents of the selected folder into the Clipboard.
- Paste — paste the contents of the clipboard at the current location.
- Properties — display property information for the selected folder.

Right-click in the Work Area (away from any documents) to display a popup menu with Explorer-like menu options that let you perform the following actions:

- Scan Document — displays the Scanning dialog that lets you set scanning options and then scan an image into Sharpdesk.
- From Scanner or Camera — displays the Device dialog allowing you to select a scanner or camera. A Scanning dialog (which will be different for each device) then displays allowing you to set scanning options for the selected WIA device and then scan an image into Sharpdesk. *This function is available on Windows XP only.*
- Paste — paste the contents of the Clipboard at the current location.
- Search — display the Search page
- Select All — select all documents in the current folder.
- Arrange — arrange thumbnails by Name, Date, Size, Type, or force all new folders to the end of the folder (Auto Arrange Off).
- Preferences — set preferences for displaying thumbnails, names for new scanned files, text conversion and image export resolution options.

Right-click on a document in the Work Area to display a popup menu with Explorer-like menu options that let you perform the following actions:

- Open — open the selected file. If a readable image is selected, it opens in Imaging.
- Copy — copy the selected files to the clipboard.
- Combine — stack two or more images together into a single file.
- Split — separate a multi-page image file into two files.
- Rotate — rotate the selected file 90 degrees to the left or right.
- Rename — rename the selected file.
- Delete — delete the selected file into the Windows recycle bin.
- Send As — attach the selected file to a mail message using default email client on the user's PC. If the selected file is an .SDF file, and the PDF format is selected, the file is first converted to PDF format before starting the email client. Only .SDF files may be converted to PDF format before they are sent.
- Properties — display property information for the selected file.

Downloaded From ManualsPrinter.com Manuals

The Sharpdesk Menu

The Sharpdesk menu provides you with the following options:

FILE MENU	DESCRIPTION
New Folder	Create a new folder at the current location.
Open…	Open the currently selected file or folder. If a readable image is selected, it opens in Imaging.
Rename	Lets you rename a selected file or folder.
Delete	Delete the currently selected file or folder into the Windows recycle bin.
Sharpdesk Folders…	Display the Sharpdesk Folders dialog allowing you to add a folder shortcut to the Sharpdesk Folder window, reorder how folders display in the Folder Window, or remove s shortcut from the Folder Window.
Print…	Print a selected file by opening its native application and causing it to print to the current system default printer.
Acquire Image…	Displays the User Interface from the TWAIN driver (which will be different for each scanner) that lets you set various options and then scan an image into Sharpdesk. For more information, refer to "Chapter 4, Working with Sharpdesk."
Select Scanner…	Select a TWAIN scanning driver for use in scanning images and documents.
From Scanner or Camera	Displays the Device dialog allowing you to select a scanner or camera. A Scanning dialog (which will be different for each device) then displays allowing you to set scanning options for the selected WIA device and then scan an image into Sharpdesk.. *This function is available on Windows XP only.*
Send As	Attach the selected file to a mail message using the default email client on your PC. If the selected file is an .SDF file, and the PDF format is selected, the file is first converted to PDF format before starting the email client. Only .SDF files may be converted to PDF format before they are sent.
Properties	Display property information for the selected file.
Exit	Exit and close Sharpdesk.
EDIT MENU	**DESCRIPTION**
Copy	Copy the currently selected file or folder to the clipboard.
Paste	Paste the contents of the clipboard at the current location.
Combine	Stack two or more images together into a single file
Split	Separate a multi-page image file into two files
Rotate	Rotate the selected file 90 degrees to the left or right.
Select All	Select all documents in the current folder.
VIEW MENU	**DESCRIPTION**
Folders	Toggle the default folder view on and off.
Toolbars	Toggles the Toolbar, Text Labels, and Large Buttons on and off.

Downloaded From ManualsPrinter.com Manuals

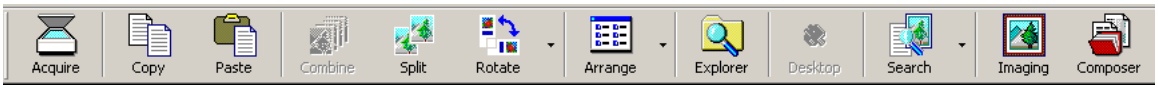
VIEW MENU	DESCRIPTION
Status Bar	Toggle the status bar on and off.
Output Zone	Toggle the display of the Output Zone on and off.
Refresh	Refresh the thumbnails in the work area.
Arrange	Arrange thumbnails by Name, Date, Type, or Size. Select Auto Arrange Off to have all new files added at the end of the folder, regardless of their name, date, type, or size.
Next Page	If the thumbnail has more than one page, view the next one
Previous Page	If the thumbnail has more than one page, view the previous one
Launch Explorer	Launch Windows Explorer.
TOOLS MENU	**DESCRIPTION**
Product Configuration	Configure your Sharp-connected devices.
Preferences…	Set preferences for displaying thumbnails, names for new scanned files, text conversion and image export resolution options.
Desktop	Return to the thumbnail view in the currently open folder
Search	Display the search page, view, edit or create an index database, view or change the indexing schedule, view the results of the last search, or display the Search Properties page.
Imaging	Launch Imaging component of Sharpdesk.
Composer	Launch Composer component of Sharpdesk.
INTERNET MENU	**DESCRIPTION**
Sharp Product Information	Display the Internet page connected to Sharp Product Information.
OUTPUT ZONE MENU	**DESCRIPTION**
Print	Prints a single copy of the image to your default printer. To print to another printer, click on the Down Arrow and select the desired printer.
FAX	Sends the image/document to the host-resident fax utility allowing it to be transmitted over a telephone line.
eMail	Launches your e-mail application inserting the selected image/document as an attachment.
Convert by OCR	Sends the image/document though the OCR (Optical Character Recognition) engine displaying it in the selected editor.
Composer	Prints the document using the Sharpdesk Composer print driver and opens Composer.
Application	Allows you to access other applications from the Output Zone. In the example above, Microsoft Paint has been added to the Output Zone. To add an application to the Application button, use the Tools/Preferences menu item described later.
HELP MENU	**DESCRIPTION**
Contents and Index	Display the Sharpdesk online help.
About Sharpdesk	Display Sharpdesk product version and copyright information.

Downloaded From ManualsPrinter.com Manuals

The Sharpdesk Toolbar

The Sharpdesk toolbar allows you quick access to key commands and additional Sharpdesk applications such as Composer and Imaging.

To display a popup tip for a command, move the mouse slowly over its icon.



Sharpdesk Toolbar

The toolbar lets you perform the following functions:

TOOL BUTTON	DESCRIPTION
Acquire	Displays the User Interface from the TWAIN driver (which will be different for each scanner) that lets you set various options and then scan an image into Sharpdesk. For more information, refer to “Chapter 4, Working with Sharpdesk.”
Copy	Copy the currently selected file or folder to the clipboard.
Paste	Paste the contents of the clipboard at the current location.
Combine	Stack two or more images together into a single file
Split	Separate a multi-page image file into two files
Rotate	Rotate the selected file 90 degrees to the left or right.
Arrange	Arrange a selected folder display in the work area by Name, Size, Type, or Date. The current selection will be used to sort the thumbnails of every folder selected. If the folder receives many new files, you may want to turn Auto Arrange off. This will cause each new file to appear at the end of the folder.
Explorer	Start Windows Explorer.
Desktop	Return to the thumbnail view in the currently open folder.
Search	Display the search page, view, edit or create an index database, view or change the indexing schedule, view the results of the last search, or display the Search Properties page.
Imaging	Launches Imaging, allowing you to view documents and images. For more information, refer to “Chapter 7, Sharpdesk Imaging.”
Composer	Launches Composer, letting you combine pages from multiple documents into a new Sharpdesk document. For more information, refer to “Chapter 6,Composing with Sharpdesk.”

Downloaded From ManualsPrinter.com Manuals

The Sharpdesk Output Zone

The Sharpdesk Output Zone lets you perform functions by simply dragging and dropping a selected file to the appropriate Output Zone button. You can also highlight a file and click the desired Output Zone button. To change the destination of an Output Zone button, click the "down arrow" to its right and select another choice from the drop-down menu that appears.

Output Zone

The Output Zone, when enabled, appears at the right of the Sharpdesk Work Area. The Print, Fax, and eMail buttons appear if your computer has the supporting software installed. For instance, if you do not have a Fax driver ('fax' somewhere in its name) installed the Fax button will not appear. The same is true for the eMail button if your computer does not have a MAPI-compliant email client installed:

LABEL	DESCRIPTION
Print	Prints a single copy of the image to your default printer. To print to another printer, click on the Down Arrow and select the desired printer.
Fax	Sends the image/document to the host-resident fax utility allowing it to be transmitted over a telephone line.
eMail	Launches your e-mail application inserting the selected image/document as an attachment.
Convert by OCR	Sends the image/document though the OCR (Optical Character Recognition) engine displaying it in the selected editor.
Composer	Prints the document using the Sharpdesk Composer print driver and opens Composer.
Application	Allows you to access other applications from the Output Zone. In the example above, Microsoft Paint has been added to the Output Zone. To add an application to the Application button, use the Tools/Preferences menu item described later.

Exiting Sharpdesk

To exit and close Sharpdesk, choose the **Exit** command from the File menu.

Downloaded From ManualsPrinter.com Manuals

Chapter 4
Working with Sharpdesk

Introduction

Sharpdesk makes it easy to identify, locate, and organize your files. This chapter reviews how to work with each of the options Sharpdesk provides.

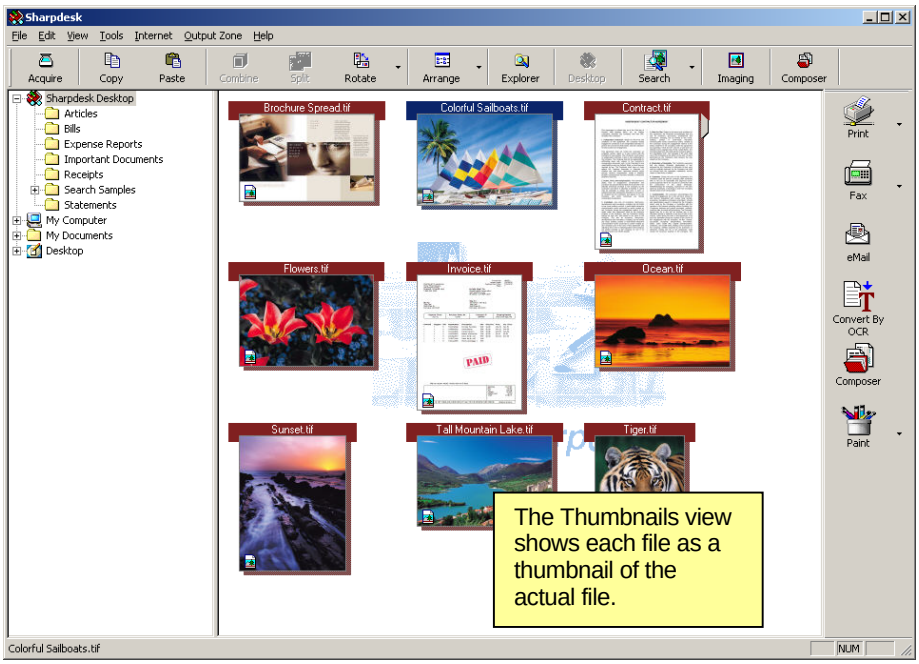
Viewing Images and Documents

When you open a folder in Sharpdesk, you view the documents contained in the folder as a thumbnail of the document. If the number of documents within a folder exceeds the available work area, horizontal and/or vertical scroll bars appear. You can use them to scroll through the work area to view all the documents.

Downloaded From ManualsPrinter.com Manuals

Working within a Folder

On the Folder Window, click on the desired folder. The documents contained in the folder are displayed in the work area. Each of your documents appears as a thumbnail image, showing the file's name and type. Note that it takes longer to generate thumbnails the first time a folder is selected.



Viewing Files as Thumbnails

To page through a multi-page document, click on the document to select it, and then click on the tab on either side of the thumbnail near the top. Or, use the Next Page or Previous Page options in the View menu. When you move to the second page of a multi-page document, Sharpdesk will "look ahead" at all of the pages to be ready for the next page request. The caption of the thumbnail contains the *current* page number and the total known page count of the document, separated by the '/' character. (For many documents, it is necessary to page through the entire document to determine the total number of pages. Until the total page count of the file is known, only the current page number will be displayed.) You can page back to the front of the document using the left arrow or the Previous Page option on the View menu. Note that page numbers displayed on the thumbnails are only an approximation of the number of pages known to the application that created the file; the thumbnail page numbers may not match those the application would use. Similarly, page breaks shown in the thumbnail may not match those shown by the creating application.

The work area is automatically arranged according to the selected option from the Arrange toolbar button. You can arrange thumbnails by Name, Date, Size (of the image file), or Type. Whenever new documents are added to the work area, the thumbnails will be rearranged according to the current setting of the Arrange option, with the new document occupying the appropriate place. If you want new files arriving in the folder to be placed at the end, select Auto Arrange Off; they will remain in that position until you refresh the display.

Downloaded From ManualsPrinter.com Manuals

If the document cannot be displayed as a thumbnail, it will be shown in the work area in the following manner:

If the thumbnails do not appear as expected, select the Refresh command from the View menu to correct the problem.

Working with Images

Combine

You can combine .TIF image documents in the work area by clicking on an image, then dragging and dropping it on the .TIF image you want to combine it with. You can also combine .TIF images by clicking on the images (hold down the Shift key to select multiple images), then selecting the Combine command from the Edit menu, or from the Combine button on the toolbar. You can also combine .SDF documents in the same manner.

Split

You can split multi-page .TIF and .SDF documents into separate documents by clicking on the multi-page document, stepping through the thumbnail pages to the spot where you want to split, and then select the Split command from the Edit menu or from the Split button on the toolbar. The split will cause the selected thumbnail page to appear as the first page of the split document.

Rotate

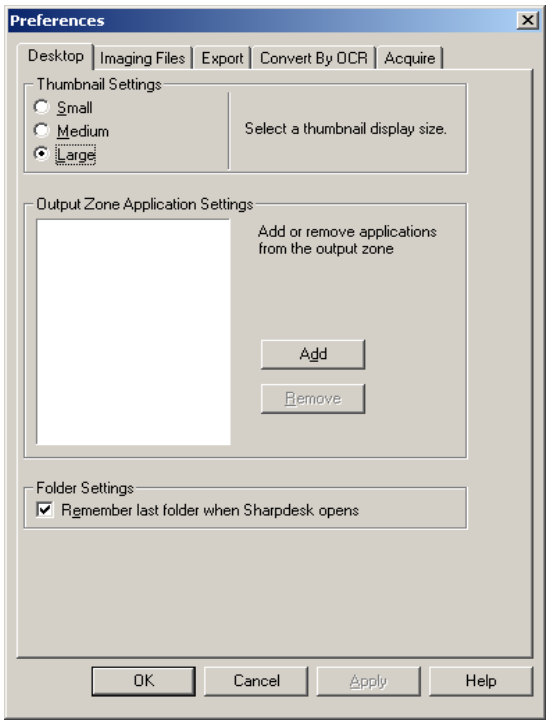
You can rotate a .TIF image file 90 degrees to the left or to the right by clicking on the file, then selecting the desired option from the Rotate option in the Edit menu (or from the toolbar). Note that all images within a multi-page image document are rotated. If the .TIF file contains pages that are Grayscale or compressed using JPEG, rotation is not permitted from Sharpdesk Desktop. Open the file with Sharpdesk Imaging (described in “Chapter 7: Sharpdesk Imaging”) to attempt operations not permitted on thumbnails on the Desktop.

Downloaded From ManualsPrinter.com Manuals

Controlling the Desktop Display

Sharpdesk lets you customize the Desktop according to your preferences:

- Choose the **Preferences** command from the Tools menu, and click on the **Desktop** tab, if not already displayed.



Desktop Display Options

Changing the Thumbnail Size

To change the thumbnail size, click on your preference: Small, Medium, or Large.

Adding/Removing an Application on the Output Zone

The current applications available on the Output Zone are listed in the Output Zone list box. To add an application, click the **Add** button and enter the path to the program you want placed on the Output Zone, or use the **Browse** button to locate and select the program. After selecting the application, click **OK**.

To remove an application from the Output Zone, select its name from the Output Zone list box and click on the **Remove** button.

Set up Sharpdesk Entry Folder

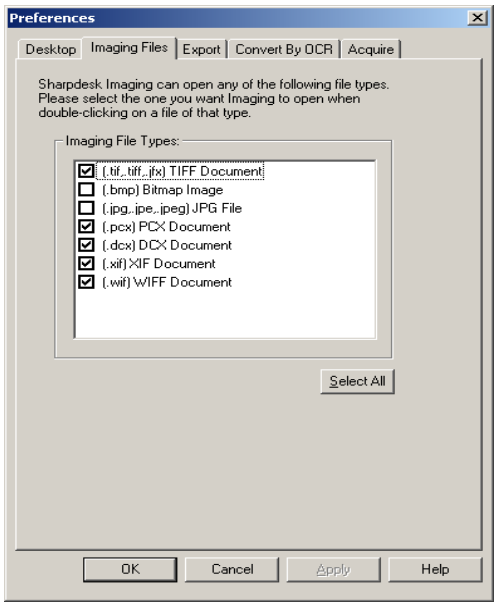
If you always want to enter Sharpdesk with the Sharpdesk Desktop folder displayed, uncheck the 'Remember last folder…' box. If you want to enter Sharpdesk with the last folder you were in displayed, check the 'Remember last folder…' box.

To save your preference settings, click **OK**.

Downloaded From ManualsPrinter.com Manuals

Viewing Image Files

Sharpdesk lets you choose the various image file types you can view with Sharpdesk Imaging. To do so, choose the **Preferences** command from the Tools menu and click on the **Imaging Files** tab:



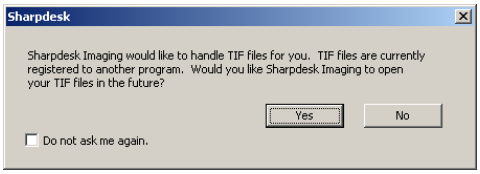
Imaging Files Handling Options

Setting the File Types to be Viewed by Sharpdesk Imaging

The file types that can be viewed with Imaging are listed. Simply check the box next to the file type you want Imaging to open when files of that type are double-clicked.

Notification of Changes to File Type Viewer

Other programs also view image file types. If these programs are installed after Sharpdesk, they may change the automatic association with Sharpdesk Imaging that was set up when Sharpdesk was installed. When Sharpdesk starts, it checks to see if .TIF files, at least, are still associated with Sharpdesk Imaging. If they are not, a message to that effect will be displayed.


Sharpdesk
Sharpdesk Imaging would like to handle TIF files for you. TIF files are currently registered to another program. Would you like Sharpdesk Imaging to open your TIF files in the future?
Yes
No
Do not ask me again.

If you want Sharpdesk Imaging to view your .TIF files, click Yes. Sharpdesk Imaging will be set up to open your TIF files when they are double-clicked.

If you want the currently registered program to view your .TIF files, click No. This will allow the current viewing program to open your .TIF files when they are double-clicked. If you do not want to see this message again, click the 'Do not ask me again.' Checkbox. [If you change your mind later, you can re-establish the connection with Sharpdesk Imaging using the Tools/Preferences menu.]

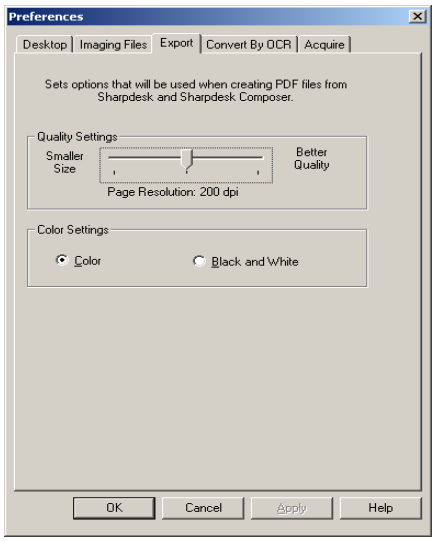
Downloaded From ManualsPrinter.com Manuals

Setting Export Options

Both Sharpdesk and Sharpdesk Composer allow you to attach and send files via email. In addition, Sharpdesk Composer allows you to export Composer files as Adobe Acrobat (.PDF) format files. (Refer to Chapter 6: Composing with Sharpdesk for details.) If you have Adobe's PDFWriter software installed (version 5 or later), Sharpdesk will use that driver to create the PDF file.

If you do not have Adobe's PDFWriter installed, Sharpdesk will create an "image PDF" file instead. The Export tab controls the PDF generation process for the image PDF file Sharpdesk provides. It does not affect the controls that are provided by Adobe with their software.

If your workstation has limited resources, converting a large image to a 300 dpi PDF file can take considerable time and disk storage. Or, if you want to send a large file via email, converting that file to a 300 dpi PDF file and sending it may strain the resources of either your or the recipient's email application or may exceed size restrictions placed on email attachments by some Internet Service Providers. In such cases, you may modify the default image Export resolution settings. To do so, choose the **Preferences** command from the Sharpdesk Tools menu, and click the **Export** tab.



Export Resolution Settings

Changing the Default Export Resolution

To change the default Export resolution, press and hold the left mouse button on the slider bar in the Quality Settings frame and drag it until the slider bar displays the desired image conversion resolution. Dragging the slider to the left will result in shorter conversion times and smaller file sizes after conversion. Dragging the slider to the right will result in higher quality images.

Changing Color Settings

If a small file size is more desirable than color reproduction for exported files, selecting the Black and White setting will create the smallest possible file. Selecting the Color setting generates more accurate color reproduction.

To save your export settings, click **OK**.

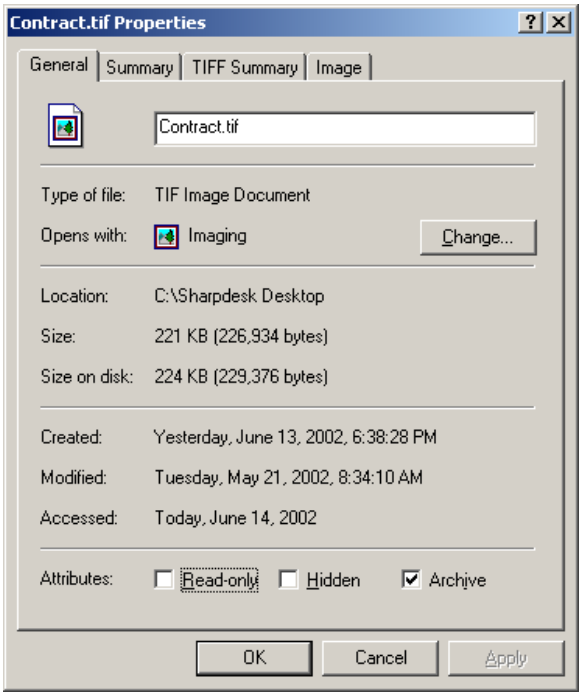
Viewing a Document's Property Details

The Properties dialog displays detailed information about a document. To display properties

Downloaded From ManualsPrinter.com Manuals

information:

1. Click the mouse on the document for which you want to view details in the work area, and choose **Properties** from the File menu.
2. To close the Properties dialog, click **OK**.



Properties Dialog

Organizing Files

With Sharpdesk, organizing your files could not be easier. This section reviews the overall procedures for such tasks as selecting files, opening them, moving them, and deleting them. Note that while Sharpdesk can page through a file's pages in thumbnails, it is not possible to isolate a single page within a file. All operations, including cut, copy, and paste, apply to the entire file.

Selecting Files

To work with a file, you must first select it in the Sharpdesk work area. To select a file:

- With the file displayed in the work area, click on it.
- To select multiple files, hold down the Ctrl key and click on the files you want to select, or hold down the **Shift** key to select a continuous range of files.

Once selected, you can then choose the command for the task you wish to do such as open the document, convert it to text by OCR, or print it.

Opening Files

You can open a document in its parent application (the application used to originally create the document) or, if it is an image document, in the Sharpdesk Imaging.

To open a file using its parent application:

Downloaded From ManualsPrinter.com Manuals

- Right-click on the document and choose Open, or,
- Choose the Open command from the File menu, or,
- Double-click the image/document in the work area.

To open an image using Imaging, click the image in the work area and then click the Imaging button on the toolbar.

Deleting Files

To delete a file, right-click on it in the work area and choose the Delete command. Or press the **Delete** key on your keyboard (you can also select this command from the File menu). The file is removed from Sharpdesk into the Windows Recycle Bin.

Restoring a File

To restore a deleted file, click the Windows Recycle Bin folder, then right-click on the file and select the Restore option. For more information on restoring files from the Windows Recycle Bin, refer to your Windows online help.

Moving Documents and Folders

You can move a document or folder from one folder into another folder as follows:

1. Select the folder/document you want to move from the Folder Window or the work area by clicking on it.
2. Drag and drop the folder/document to the new location.

You can also drag-and-drop files and folders from Windows Explorer into Sharpdesk using the same procedure.

Creating Folder Shortcuts

You can create a new folder shortcut in the Folder Window as follows:

1. Choose the Sharpdesk Folders command from the File menu and the Sharpdesk Folders dialog displays.
2. Click on the Add Folder button and the Browse for Folder dialog displays.
3. Navigate to the folder you want to create a shortcut to, click on it, and then click OK.

The folder is added (at the bottom) to the Folder Window.

Reordering Folders

You can reorder shortcuts in the Folder Window as follows:

1. Choose the Sharpdesk Folders command from the File menu and the Sharpdesk Folders dialog displays.
2. Click on the folder you want to move, and then click the Move Up or Move Down button. You cannot move folders above Sharpdesk Desktop.
3. To remove a folder from the Sharpdesk Folders, click it, and then click Remove. The folder is removed from the folder list.
4. After reordering folders, click OK to close the window and apply the results to the Folder Window.

Downloaded From ManualsPrinter.com Manuals

Copying a File

A file can be copied from one folder to a different folder.

To copy a file from one folder to another:

1. Open the folder with the file you want to copy.
2. Drag the file, while holding down the **Ctrl** key, to the desired folder.

Renaming a File

You can change the name of a file to something else.

To rename a file:

1. Right-click on the file you wish to rename.
2. Choose the Rename option (this command can also be selected from the File menu).
3. Type the new name for the file.
4. Click outside the selection box to save the file with its new name.

Attaching a Document to Electronic Mail (Email)

If you use a MAPI-compliant e-mail application (such as Microsoft Exchange®), you can attach a document or image to an e-mail message. Sharpdesk opens your e-mail application and attaches the selected document to a blank e-mail message. You cannot open your e-mail application directly from Sharpdesk if you don't plan on attaching a document.

To attach a document or image to an e-mail message, click on the document you want to attach and then choose the Send As option in the File menu.

Scanning with Sharpdesk

Sharpdesk lets you scan documents directly into Sharpdesk. Once loaded into Sharpdesk, you can use Imaging to look at them. Scanned images can also be converted to text, allowing you to edit them with common word processors. All scanned images are stored in a TIFF format by default.

This chapter provides instructions on setting and changing scan options.

Scanning Documents

Using your scanner, you can scan any document into a folder designated by Sharpdesk. The resulting document can be displayed in Sharpdesk, as a thumbnail image, or in Imaging, as a full-sized image.

Each image you scan is placed in a folder as a TIFF document. The image is stored and named using the method defined in the Preferences option on the Tools menu in Sharpdesk.

A scanned document can be viewed, printed, or sent as an e-mail attachment.

To scan an image from a scanner using the TWAIN driver:

1. Place the image you want to scan in your scanner.
2. In Sharpdesk, click the **Acquire** icon on the toolbar, or choose the **Acquire Image** command from the File menu (to select a scanning device, choose the Select Scanner command from the File menu).
3. Close the TWAIN dialog that controlled the scanning process. The image will then appear in the folder selected.

Downloaded From ManualsPrinter.com Manuals

To scan an image from a scanner using the WIA driver:

[This option is only available on Windows XP platforms.]

1. Place the image you want to scan in your scanner.
2. In Sharpdesk, choose the **From scanner or camera** command from the File menu.
3. Select a scanning device if you have more than one WIA device installed.
4. Set the desired scanning options and then click the **Scan** button.

To scan an image from a camera using the WIA driver:

[This option is only available on Windows XP platforms.]

1. In Sharpdesk, choose the **From scanner or camera** command from the File menu.
2. Select a scanning device if you have more than one WIA device installed.
3. Select the picture that you want to scan.
4. Click the **Get Picture** button.

In a moment, your TWAIN or WIA Scan dialog appears. The Scan dialog is part of the software that comes with your scanner or camera, so it will vary with different manufacturers and scanner models. Follow the instructions that come with your scanner or camera to scan the image into Sharpdesk. Note that you must close the TWAIN Scan dialog before the image will be saved in the desired folder.

Setting Scanning Options

In most cases (depending on your scanner), you should be able to specify the following scanning options:

1. Preview the document prior to scanning.
2. Select an area of the document from which to scan, typically by dragging the mouse over the area, creating an outline of the selected area on the screen.
3. Tell the scanner to send the image to your computer.

Usually, a “scan in process” dialog box appears, showing you the current progress of the scan. When the scanning completes, the dialog box will usually disappear. If the dialog does not disappear on its own, close it manually to save the scanned image in the desired folder.

Viewing Scanned Images

Once you have scanned an image into Sharpdesk, you can then view it or print it. Click the folder containing the image in the Sharpdesk Folder Window. Your scanned images are displayed as thumbnails in the work area.

To view a scanned image, click on the image and click on the Imaging button on the Sharpdesk toolbar. Sharpdesk Imaging starts and displays the selected image.

Downloaded From ManualsPrinter.com Manuals

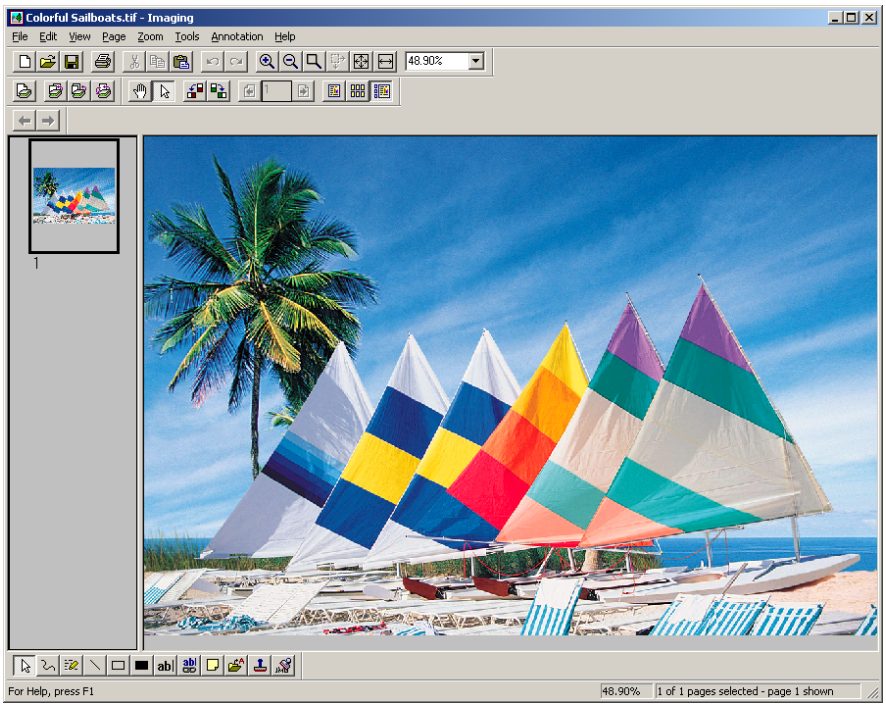

Colorful Sailboats.tif - Imaging
File Edit View Page Zoom Tools Annotation Help
48.90%
1
For Help, press F1
48.90%
1 of 1 pages selected - page 1 shown

Image View in Imaging

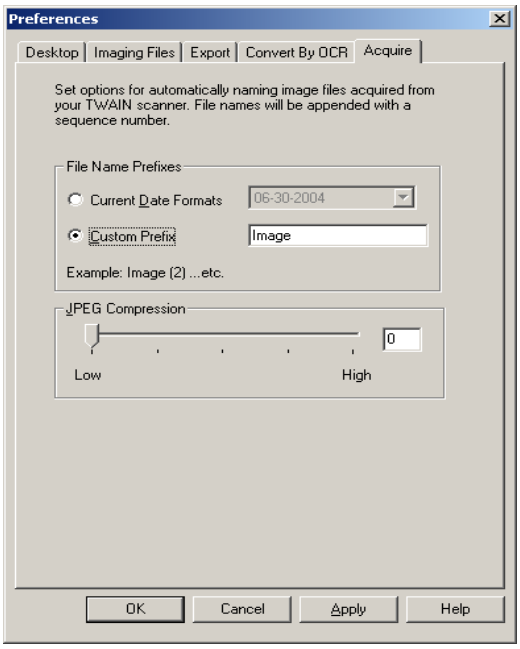
For more information about viewing an image, refer to “Chapter 7, Sharpdesk Imaging.”

Downloaded From ManualsPrinter.com Manuals

Changing Scanning Options

You can change the default naming convention used for new scans as follows:

1. Choose the Preferences command from the Tools Menu.
2. Click the Acquire tab.



Acquire Tab

3. To use a Date as the name for new scans, click the Current Date Formats option, and then select a date format from the drop-down list.
4. To use a File Prefix as the new scan name, click the Custom Prefix option, and then enter the prefix you want to use.
5. To control the amount of compression used when scanning JPEG images, move the slider bar in the desired direction. Generally, the higher the compression, the lower the quality of the resulting image. If the compression is set to 0%, the image will be scanned as an uncompressed TIF image. This may be necessary if you cannot view the file with Sharpdesk Imaging.
6. After setting your options, click OK.

Downloaded From ManualsPrinter.com Manuals

Chapter 5
Searching with Sharpdesk

Introduction

Sharpdesk's advanced searching capabilities allow you to easily retrieve image and text files using a single word, a phrase, or a list of words. Additionally, you can search for particular files using a wide range of criteria, including:

- A document name and/or path
- File type
- Modified date
- File size

You can also run a search using a file's property specifications, including:

- Title
- Author
- Subject
- Keyword

The Sharpdesk search engine also supports the logical operators *and*, *or*, *not*, or *near* as keywords, allowing you great control over the search criteria you want to make.

Downloaded From ManualsPrinter.com Manuals

Setup Required

The Search capability is based on an index of all the words found in all of the files in the target folders identified when the index is created. These indexes need to be created in advance of any attempt to use the Search feature.

Creating an index can be a time-consuming process, at least the first time, based on the number of files and whether they contain image types or not. Sharpdesk will attempt to gather words used in image documents using its Convert by OCR capability. [The following image formats are compatible with our OCR capability: *.bmp, *.dcx, *.gif, *.jpg, *.pcx, *.pdf, *.png, *.tif.] Any words found by the OCR process are added to the index so you can find the image document that contains them later. The OCR process is time-consuming in its own right, so allow plenty of time when indexing image documents, or break the files you wish to index into smaller groups. You can search through more than one index at the same time.

While the index is being created, it will be using your PC resources in the background. This will slow it down if you are also trying to do other tasks on your PC. To avoid this, you can schedule your index operations to run at a time when you are not normally using your PC. The indexes can be created or updated while you sleep.

Once the original index is created, updating the index, either manually or on a timed schedule, can be much quicker. Only those files changed or added to the folders covered by the index will be accessed to update the index.

When Sharpdesk is first installed, a small index will be created using sample files provided with Sharpdesk. Once you are familiar with the basic search process, you can create additional indexes that match your own preferences. Creating new indexes is covered later in this Chapter.

Index Databases

All Index Databases are common to all users of the local PC. Regardless of the user's authority (i.e. whether the logged-in user belongs to Administrators, Power Users, Standard Users, or Restricted Users Group, etc.), the user is capable of accessing any existing Index Databases as well as creating one. The following table illustrates the details about what operation is permitted by every user.

• **Create** – create new Index Databases	Any user can create new Index Databases.
• **Read** – read-only access to Index Databases	Any user can search (and get correct results) for all Index Databases created, updated, or modified by any other user.
• **Update** – update (indexing) Index Databases with new files being indexed or new configurations specified	Any user can perform indexing on any Index Database(s) (individually or all at once) regardless of who created, updated or modified the Index Database previously.
• **Modify** – change configurations (such as target folders, file extensions etc.) of existing Index Databases.	Any user can change configurations of any Index Database created, updated, or modified previously by any user.
• **Delete** – delete existing Index Databases	Any user can delete any Index Database regardless of who created, updated, or modified previously.

In summary, a set of Index Databases residing on the local PC is treated as shared, common resources to all users of that PC regardless of user authorities.

Note: Important information regarding searching for documents

Downloaded From ManualsPrinter.com Manuals

Since all Index Databases are common to all users of the local PC, if a user indexes a private directory, either local or networked, some information regarding this data will be available to any other user of the PC, even if they logon under a different username.

Information such as file name and number of hits is shown in the Search Results table, although the private entries are grayed out and a non-privileged user will not be able to access the files.

Ignored Words

Some words are so common in documents that they are not useful as search criteria. Sharpdesk ignores the following words when creating an index (and will never get a 'hit' on them):

a	about	after	all	also	an	and	another
any	are	as	at	be	because	been	before
being	between	both	but	by	came	can	come
could	did	do	each	even	for	from	further
furthermore	get	got	had	has	have	he	her
here	hi	him	himself	how	however	i	if
in	indeed	into	is	it	its	just	like
made	many	me	might	more	moreover	most	much
must	my	never	not	now	of	on	only
or	other	our	out	over	said	same	see
she	should	since	some	still	such	take	than
that	the	their	them	then	there	therefore	these
they	this	those	through	thus	to	too	under
up	very	was	way	we	well	were	what
when	where	which	while	who	will	with	would
you	your						

Restrictions

1. If the user logs off while indexing is in progress, indexing will be automatically stopped. However, in this case the index is not in a complete state. Searching the contents of the corresponding Index Database(s) may or may not find expected file information, depending on how far indexing has progressed. To complete the Index Database, restart the indexing process following the instructions below for manually indexing.
2. If the user manipulates Index Databases other than through the Sharpdesk Search or Index Tray user interface, the consequences of such actions are unpredictable. For example, the user should not modify the Index Databases by directly changing or deleting some of Index Database files. Similarly, do not manually terminate Indexer.exe via Windows Task Manager while indexing is in progress. When Sharpdesk Search is first opened, it verifies the data integrity of all existing Index Databases. If the Index Database is not valid, the invalid Index Database will be deleted and the user informed of the action. This is necessary because the corrupted Index Database is not usable in subsequent operations (indexing, searching, modifying etc.). Should this occur, rebuild the index again.

Downloaded From ManualsPrinter.com Manuals

Searching

You can search for text files using a single word, a phrase, or a list of words. You can also perform an advanced search using a:

- Document name and/or path
- File type
- Modified date
- File size
- Logical operations *and*, *or*, *not*, or *near*

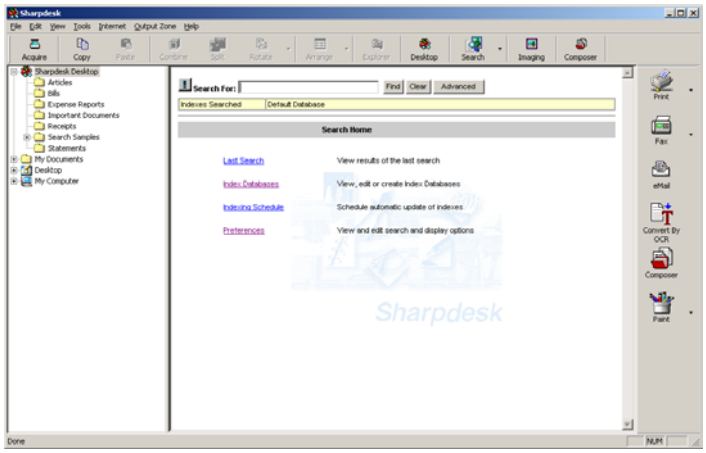
Documents generated with Microsoft Office applications (e.g. Word, Excel, PowerPoint) may have their Document Properties searched as well:

- Title
- Author
- Subject
- Keyword

To run a search

1. Choose Home from the Search option in the Tools menu or from the Search drop-down on the toolbar.

   The Search Homepage displays.



2. Enter the word or phrase you want in the "Search For:" box. Note you can use logical operators (*and*, *or*, *not*, and *near*) between keywords to limit your search. For example, you may specify "book *and* engineering *not* computer" to make a search for files containing both "book" and "engineering" but excluding "computer".
3. Click Find.

Sharpdesk searches your index database(s) and displays a list of all the files that contain the specified words. By default, files are sorted based on how closely a match was made.

Search Query Syntax

A simple search query consists of a group of words separated by spaces. Sharpdesk will search the index(s) selected and return the files that contain all of the words. The words can be found

Downloaded From ManualsPrinter.com Manuals

anywhere in the file, including the full path name of the file and document attribute fields (in summary tab of Microsoft Office documents).

Examples:

Type this	To Search for this
Sharp *and* copier	Documents that contain both "sharp" and "copier".
Sharp copier	Documents that contain both "sharp" and "copier". Note that *and* is implied between words.
"sharp copier"	Documents that contain the phrase "sharp copier".
apple *or* pear	Documents that contain either "apple" or "pear".
apple *near* pear	Documents where "apple" occurs close to (within 5 words) of "pear"
apple *not* pear	Documents that contain "apple" but not "pear"

Note that the logical operators *and, or, not,* and *near* are reserved words used for more complex queries. These words will not be found in any search, and their use must follow specific syntax rules. If you use more than one operator, you should use parentheses to indicate precisely what you want to search for. For example,

apple *and* pear *or* orange
could mean ("apple" *and* "pear") *or* "orange", or it
could mean "apple" *and* ("pear" *or* "orange").

Phrases

To find an exact string of words, create a phrase by enclosing the string by a pair of double quotes (" "). When searching for phrases, it must be the only item in the "Search for" box.

If a phrase contains ignored words, Sharpdesk Search will skip the ignored word but notice its location in the phrase. For example,

"statue of liberty"
will find any document containing the word "statue", any intervening word, and the word "liberty" in that exact sequence.

Punctuation inside a phrase is treated as a space.

Wildcards (* and ?)

Search queries may include the following special characters:

?	Matches any single character.
*	Matches any number of characters.

The wildcard characters can be in any position in a word. For example:

appl*
would match apple, application, etc.

cipl
would match principle, participle, etc.

appl?
would match apply and apple but not apples.

Downloaded From ManualsPrinter.com Manuals

ap*ed
would match applied, approved, etc.

Exact Match vs. "Stemming"

Stemming extends a match to cover grammatical variations of a word. For example,

fish
would match "fish", "fishes" and "fishing".

applied
would match "applied", "applying", "applies", and "apply".

To enable stemming, check 'Variation of word endings' in the Find Matches section of the Search Preferences page.

To disable stemming, check 'Exact word' in the Find Matches section of the Search Preferences page. If stemming is disabled, only matches of the exact word will be returned.

and Operator

The *and* operator between two terms requires that both terms be found in any document retrieved. For example:

(apple *or* banana) *and* (pear *near* grape)
would retrieve any document that
(1) contained either "apple" *or* "banana", *and*
(2) contained "pear" *near* "grape" (within 5 words).

or Operator

The *or* operator between two terms requires that at least one of the terms be found in any document retrieved. For example:

apple *or* pear
would retrieve any document that contained "apple", "pear", or both.

not Operator

The *not* operator in front of any search term reverses its meaning. This allows you to exclude documents from a search. Example:

apple *and not* pear
would retrieve documents containing "apple" as long as the document did not also contain "pear".

not pear
would retrieve all documents that did not contain "pear".

If *not* is not the first operator in a query, you need to use *and* or *or* with *not*:

apple *or not* pear
would retrieve all documents that contained "apple" and any document that did not contain "pear"

near Operator

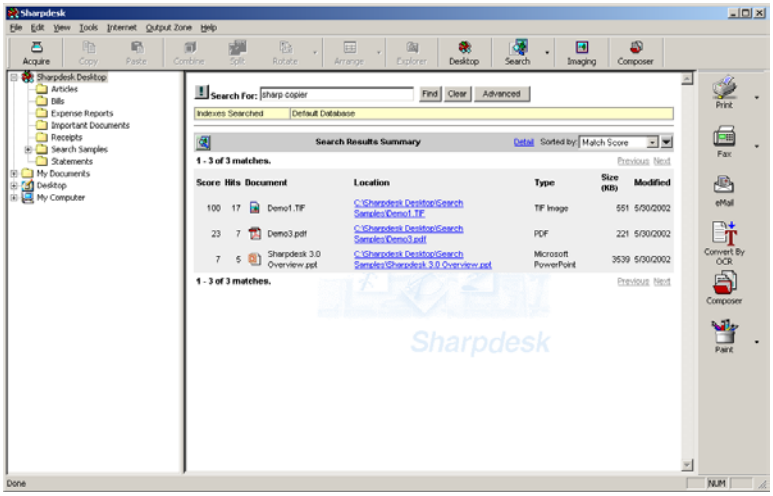
The *near* operator between two search terms requires that the first term be found within 5 words of the second term. For example:

apple *near* pear
would retrieve any document that found "apple" within 5 words of "pear".

Downloaded From ManualsPrinter.com Manuals

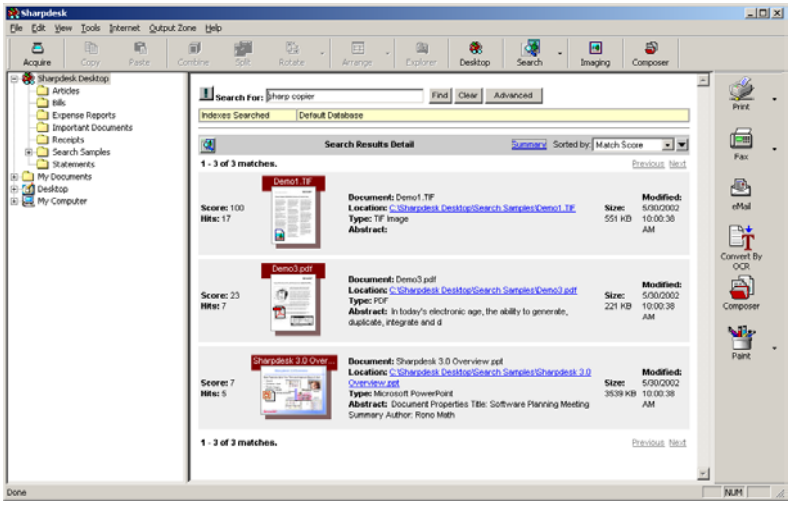
Examining the Results

The search results list shows you each file that contains the word or phase you entered to search. It displays the name of the file and a hyperlink to its location:



- Clicking the Location link opens the file in the application that originally created it.
- TIF files are opened in Sharpdesk Imaging, allowing you to edit them.

To display additional file detail, click the Detail link next to the Sorted by drop-down.



The search results page redisplays showing you the following additional information:

- Thumbnail of the file
- File Type
- Abstract taken from the file
- File Size
- Modified (last modified time)

If there are multiple matches that cannot be displayed on a single page, click Next link to view the next page. To return to the previous page, click Previous link. To return to the Summary view, click the Summary link next to the Sorted by drop-down.

Downloaded From ManualsPrinter.com Manuals

Sorting the Results List

You can re-sort the search results list by choosing a sort option from the Sorted by drop-down. The results list can be sorted by:

- Match Score (qualitative measure based on number of 'hits' on search terms within an individual index)
- Hit Count (the number of times the text is found in the image/document)
- Document Name
- Location
- Document Type
- Document Size
- Modification Date

Moving Files

You can move a file from the search results list into a folder on the Folders Window by dragging and dropping it into the desired folder. You can also use the Copy and Paste options as follows:

1. Click the file you want to move. To select multiple files, hold down either the Ctrl or shift key.
2. Click the Copy icon on the toolbar, select it from the Edit menu, or right click on the file(s) and select Copy from the drop down.
3. Select the folder where you want to place the file.
4. Click the Paste icon on the toolbar, select it from the Edit menu, or right click on the folder and select Paste from the drop down.

You can also move a file to one of the Output Zone options to print it, email it, convert an image to text, add it to Sharpdesk Composer, or open it in an application. Drag and drop the file to the desired Output Zone option.

Running Another Search

To run another search:

1. Click Clear.
2. Enter your search criteria.
3. Click Find.

Viewing the Last Search

You can view the results from the last search you made as follows:

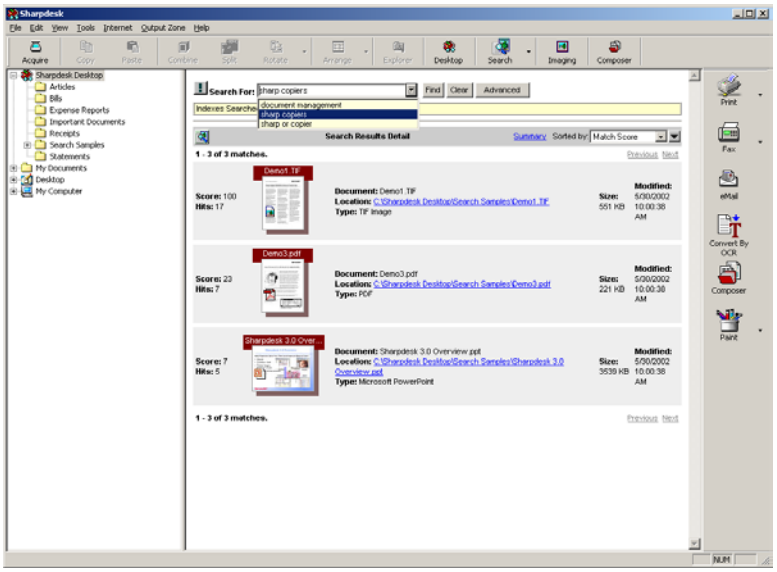
- Choose Last Search from the Search option in the Tools menu. This can also be selected from the Search drop-down on the toolbar, or the Search Home page.

Using Favorite Searches

If you have previously saved search queries you use often, you can access them as follows:

1. Click on the "down arrow" on the right side of the Search For: box:
   [Note: The Favorites "down arrow" button is only visible if "Display List of Search Favorites" box is checked in Search Preferences.]

Downloaded From ManualsPrinter.com Manuals

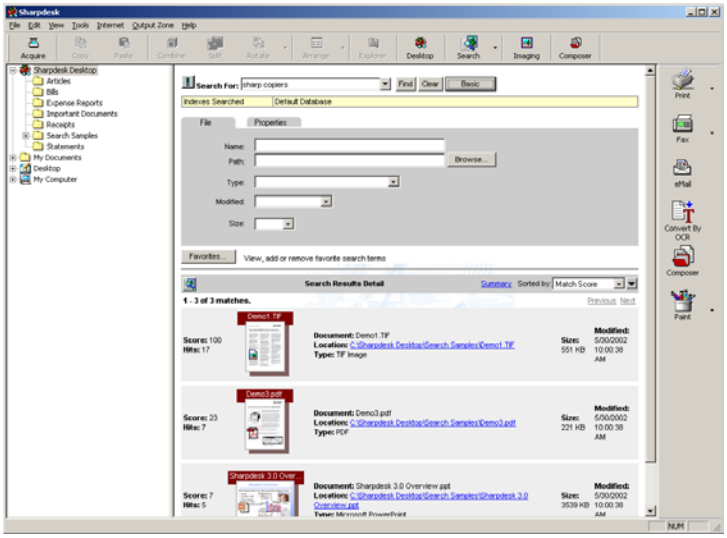


2. Select the favorite search query from the list provided. It will fill the Search For box when you select it.
3. Click Find.

Advanced Searching Techniques

To run a more advanced search of your files, click the Advanced button.

The Advanced Search tabs display.



File Attributes Tab

The File Attributes tab allows you to search for files by:

- Name (only a single name may be specified. Multiple words in the Name will be will be considered a single long Name with blanks in it.)
- Path (only the specified directory and its subdirectories will be searched)
- Type (for example, .bmp, .tif, .fax, .doc, .etc.)
- Modified dates (between dates or during a period)

Downloaded From ManualsPrinter.com Manuals

- Size (at least or at most)

Note that you cannot use the Boolean operators (“and”, “or”, “not”, or “near”) on the fields in the File Attributes Tab.

Document Properties Tab

The Document Properties tab allows you to search for a Microsoft Office file (e.g. generated by Word, Excel, PowerPoint) by:

- Title
- Author
- Subject
- Keyword

[Only files produced by Microsoft applications can be searched for using the Document Properties tab.]

Note that you cannot use the Boolean operators (“and”, “or”, “not”, or “near”) on the fields in the Properties Tab.

You may use these tabs as follows:

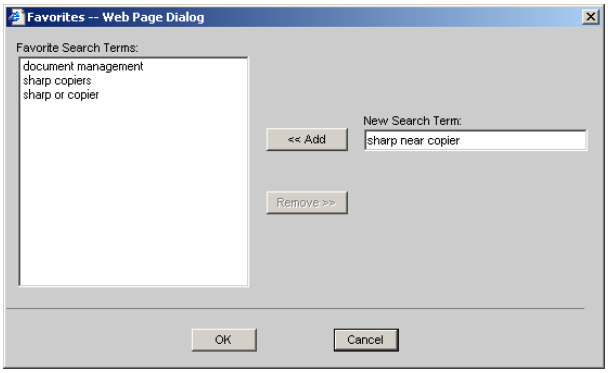
1. Enter the criteria you want to search for.
2. Click Find.

The search results will be the logical “and” of all selections made in the Search For box, the File Attributes Tab, and the Document Properties Tab. Only files that satisfy all of the specified criteria will be found.

Note that the contents of the File Attributes and Document Properties tabs are cleared when the Basic button is selected, removing the advanced settings display from the work area.

Favorites Button

If you use the same search query repeatedly, you can use the Favorites button to save and manage them for later use. [Note: The Favorites button is only visible if “Display List of Search Favorites” box is checked in Search Preferences.] To begin the process, click the Favorites button:



The currently saved search terms will be displayed in the Favorite Search Terms box.

To add a new search query to the Favorites list:

1. Type the search terms in the New Search Term box.
2. Click the Add button.

To remove a search query from the Favorites list:

Downloaded From ManualsPrinter.com Manuals

1. Select the search term you want to remove in the Favorite Search Terms box
2. Click the Remove button.

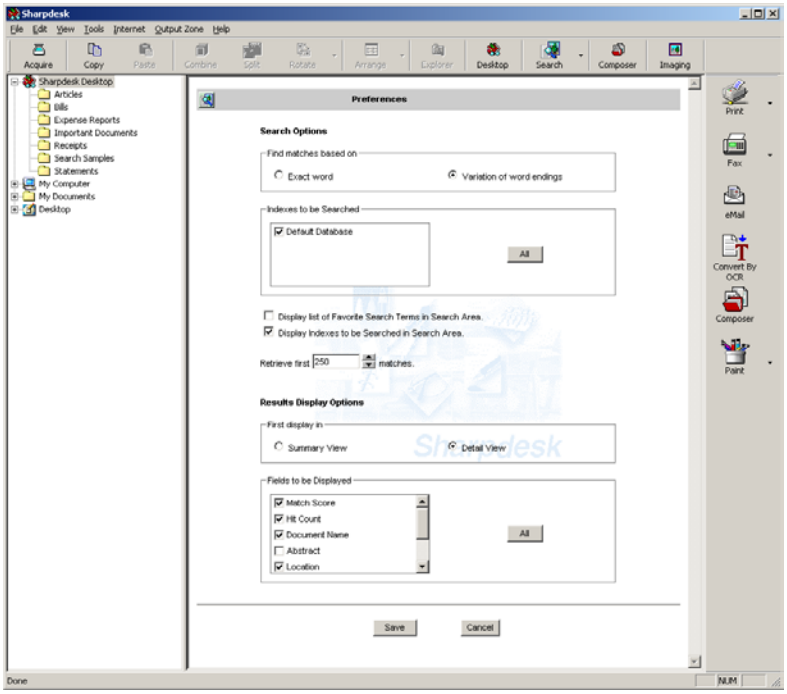
When the Favorites list is the way you want it, click OK and exit. If you change your mind, click Cancel to put the Favorites list back the way it was and exit.

Customizing Search Preferences

You can customize your search options – the indexes to be searched, the number of matches to display, the default result view, and the fields displayed – using the Preferences option.

To display the Preferences page:

1. Choose Preferences from the Search option in the Tools menu. This can also be selected from the Search drop-down on the toolbar, or the Search Home page.



2. Select the precision you want to use when looking for documents that match your search query. If you check “Exact word”, the search will only return documents that contain the exact words you entered. If you check “Variation of word endings”, search will return documents with words derived from the words you entered in addition to the exact matches. For example, if you are looking for “contract”, and Variation of word endings has been selected, search will return documents containing “contractor”, “contracts” and “contracting” in addition to documents containing “contract”. If Exact word has been selected, only documents containing “contract” will be returned.
   Note: In general, searches only find whole words, i.e. those with spaces or punctuation on either side of them. Even with “Variation of word endings” turned on in the above example, if you are searching for “contr”, search will not return files that contain “contract”, “contractor”, or “contracting”. Use the wildcard characters to find these words, i.e. search for “contr*” rather than “contr”.
3. Select which Indexes you want searched by default. Click All to select all databases.
4. If you want the Favorites selection button to appear in the Search For box, check the Display list of Favorite Search Terms box. This box must be checked to be able to manage the list using the Favorites button on the Advanced Search display. If the

Downloaded From ManualsPrinter.com Manuals

Display Favorites box on this page is unchecked, the Favorites button will not be present on the Advanced page.

5. Indexes to be searched are displayed in the Search Area of the Search Home page. If you do not what them displayed, uncheck this checkbox.
6. Use the Up/Down arrows to change the number of matches which will be retrieved during the search or type in a number manually.
7. Select a default search results view – Summary or Detail.
8. By default, all fields except Abstract are checked in Detail view. If you do not want a field displayed, uncheck its check box. Note that Document Name must always remain checked.
9. By default, all fields except abstract are checked in Summary view. If you do not want a field displayed, uncheck its check box. Note that Document Name must always remain checked.
10. After making your selections, click Save.

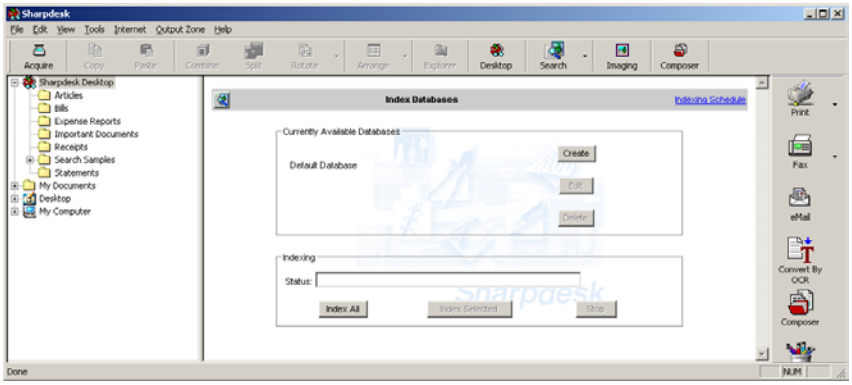
Setting up an Index

When initially installing, Sharpdesk allows creation of indexes containing specified folders, sub-folders and file types making file retrieval fast and efficient. You can edit this index, or create up to 19 additional indexes providing you with great flexibility in searching for files. You also have the option of manually updating your index(s) or scheduling a daily or weekly automatic index update.

Creating a New Index Database

To create a new index database:

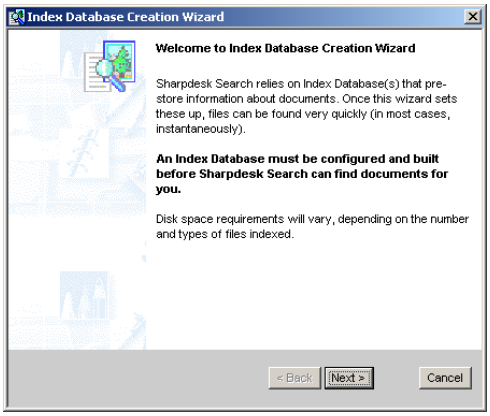
1. Choose Index Databases from the Search option in the Tools menu. This can also be selected from the Search drop-down on the toolbar, the Search Home page, or the Indexing Schedule page. The following view will be displayed:



Downloaded From ManualsPrinter.com Manuals

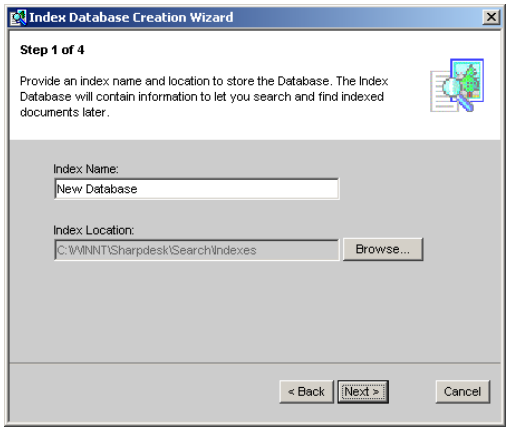
2. Click the Create button.

   The Index Database Creation Wizard begins.


Index Database Creation Wizard
Welcome to Index Database Creation Wizard
Sharpdesk Search relies on Index Database(s) that pre-store information about documents. Once this wizard sets these up, files can be found very quickly (in most cases, instantaneously).
An Index Database must be configured and built before Sharpdesk Search can find documents for you.
Disk space requirements will vary, depending on the number and types of files indexed.
< Back
Next >
Cancel

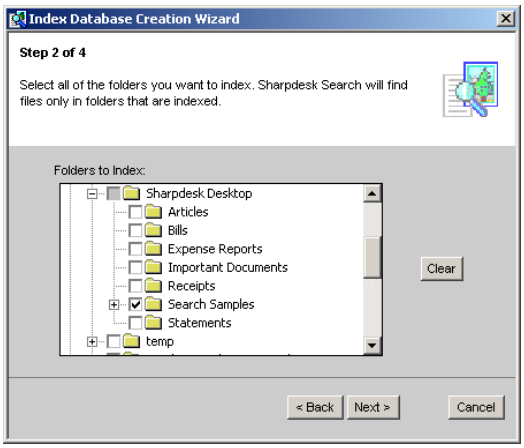
3. Click Next.

   The Index Name and Location window displays.


Index Database Creation Wizard
Step 1 of 4
Provide an index name and location to store the Database. The Index Database will contain information to let you search and find indexed documents later.
Index Name:
New Database
Index Location:
C:\WINNT\Sharpdesk\Search\Indexes
Browse...
< Back
Next >
Cancel

4. Enter an Index Name using up to 39 characters. To select an index location, click Browse, navigate to the desired location and click OK. After entering the information, click Next.

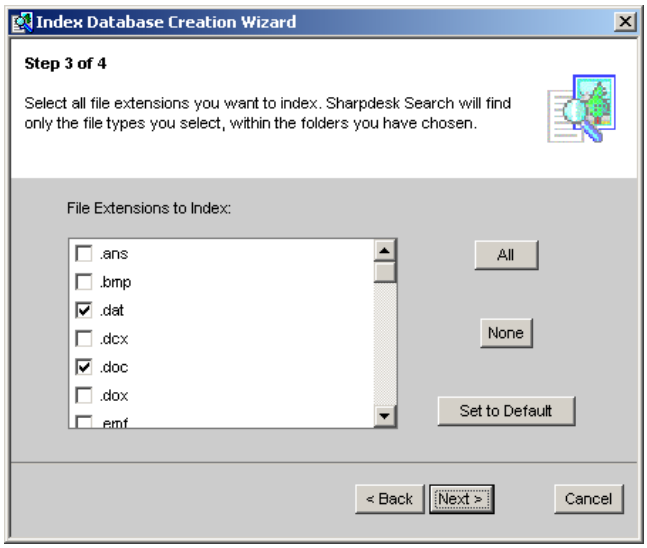
   The Folders to Index prompt displays.



Downloaded From ManualsPrinter.com Manuals

5. Click the checkbox next to the folder(s) you want to include in the index (any sub-folders are automatically selected). To clear all your selections, click Clear. After making your selections, click Next.

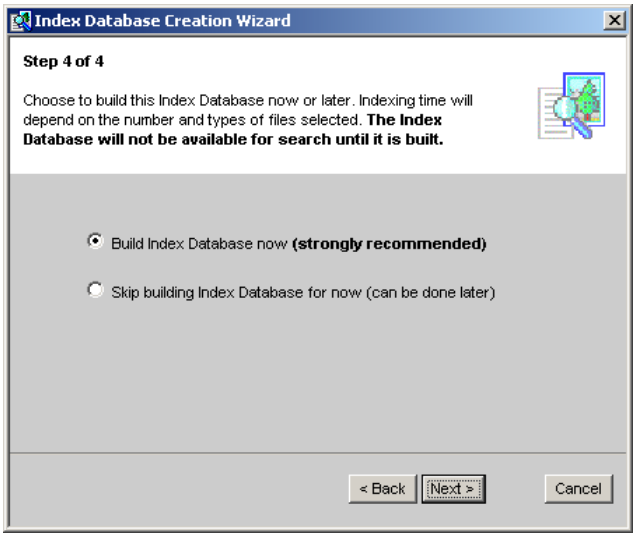
   The File Extensions to Index prompt displays.



6. By default, the following file extensions are selected (.dat, .doc, .sdf, .tif, .txt, .wpd, .wps, .xls, .htm, .pdf, .rtf, .ppt).

   These are the default file types that will be indexed, making them available to search. Uncheck those extensions you do not want to include. To undo all entries, click None. To select all the extensions, click All. After making your selections, click Next.

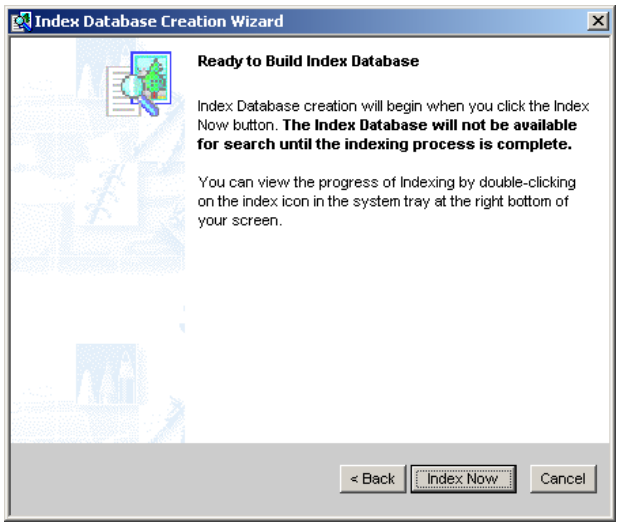
   The Create Index now or later window displays.


Index Database Creation Wizard
Step 4 of 4
Choose to build this Index Database now or later. Indexing time will depend on the number and types of files selected. The Index Database will not be available for search until it is built.
Build Index Database now (strongly recommended)
Skip building Index Database for now (can be done later)
< Back
Next >
Cancel

Downloaded From ManualsPrinter.com Manuals

7. To create the index later, select Skip building Index Database for now and click Next.

   To create the index database now, select Build Index Database now and click Next. The Ready to Build Index Database screen appears.


Index Database Creation Wizard
Ready to Build Index Database
Index Database creation will begin when you click the Index Now button. The Index Database will not be available for search until the indexing process is complete.
You can view the progress of Indexing by double-clicking on the index icon in the system tray at the right bottom of your screen.
< Back
Index Now
Cancel

   Click Index Now to begin the index process. The Index is created and displayed in the Currently Available Databases list box.

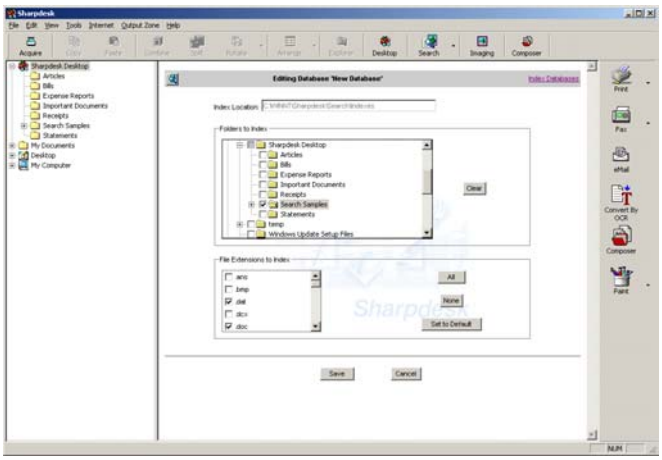
8. Once an index has been created, they can be 'refreshed' by selecting the indexes you want to refresh and clicking the Index Selected button. To refresh all of the indexes, click on the Index All button.

   Note: Refreshing an index usually takes much less time than creating the index in the first place. Only those files that are new or changed need to be searched for words.

Editing an Index Database

If you want to edit an index database to add or remove folders, or change the file extensions to be searched:

1. Select the database you want to edit in the Currently Available Database list box.
2. Click Edit. The Index Database criteria page displays.



Downloaded From ManualsPrinter.com Manuals

3. Make the desired changes to the folders or sub-folders you want searched, or the file extensions you want to include.
4. Click Save.

Your changes are saved and the Index Databases page is redisplayed. Note that you must rerun the index step for the changes to take effect in your searches.

Deleting an Index Database

If you want to delete an index database:

1. Choose Index Databases from the Search option in the Tools menu. This can also be selected from the Search drop-down on the toolbar, the Search Home page, or the Indexing Schedule page.
2. Select the database you want to delete in the Currently Available Databases list box.
3. Click Delete.

A confirmation message displays.

4. Click OK.

Setting up an Index Schedule

An Index Schedule is set up on a per user basis. An Index Schedule set up for one user is completely independent of other users' schedules regardless of users' login authorities. For example, if the system administrator installs Sharpdesk and sets up the Index Schedule via the Search Setup Wizard, indexing will occur at the specified time as long as the system administrator is logged on. However, other users do not "acquire" the system administrator's schedule; they need to set up their own Index Schedule to perform scheduled indexing while they are logged in. The currently logged-in user determines which Index Schedule (if any) is effective at the moment.

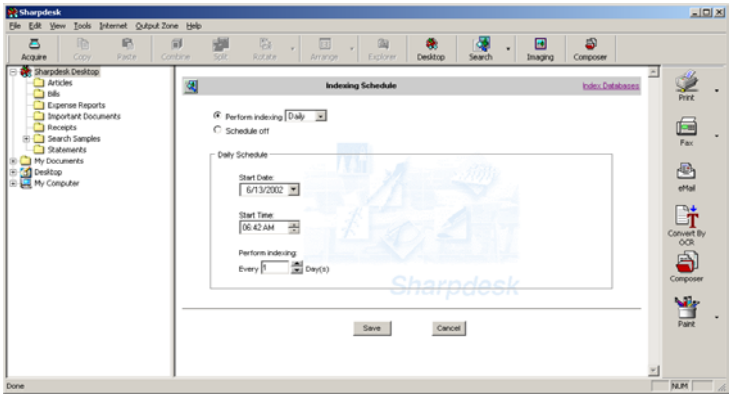
If one instance of indexing is in progress, additional attempts to start another indexing process will be skipped without affecting currently running indexing process. For example, if manual indexing is in progress when the scheduled indexing time occurs, the scheduled indexing will not start. The manual indexing currently in progress is not affected.

You can specify that Sharpdesk automatically index your database(s) on a daily or weekly basis, or you can turn the Index Schedule off and manually index your database(s).

Downloaded From ManualsPrinter.com Manuals

To set up or modify the Index Schedule:

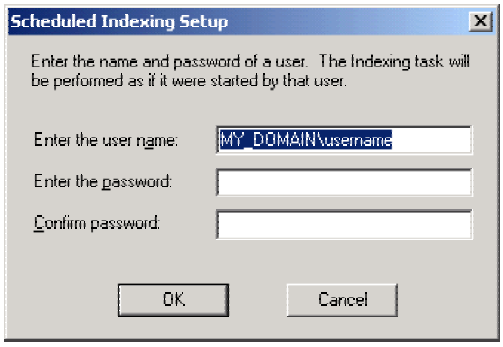
1. Choose Indexing Schedule from the Search option in the Tools menu. This can also be selected from the Search drop-down on the toolbar, the Search Home page, or the Index Database page. The Indexing Schedule page displays.



2. Select the preferred indexing interval, Daily or Weekly, from the drop-down list, or if you want to manually run the index, click the Schedule Off button.
3. If you selected a Daily index:
   - Choose the date to start from the Start Date drop-down calendar or type in manually.
   - Specify the index time using the Start Time up/down arrows or type in manually.
   - Specify the number of days between indexing using the Perform Indexing up/down arrows or type in manually.
4. If you selected a Weekly index:
   - Choose the date to start from the Start Date drop-down calendar or type in manually.
   - Specify the index time using the Start Time up/down arrows.
   - Specify the Day(s) of the week to run the index by clicking the checkbox next to the desired day.
5. Click Save. The Index Schedule is saved and the Search Home page redisplays.

Downloaded From ManualsPrinter.com Manuals

6. If you are running on Windows NT, 2000, or XP, you may be asked to provide your login name and password before the Index schedule can be saved. Typically, this occurs the first time that you attempt to use the Windows scheduling service. If this is necessary, the following dialog will be presented:


Scheduled Indexing Setup
Enter the name and password of a user. The Indexing task will be performed as if it were started by that user.
Enter the user name:
MY_DOMAIN\username
Enter the password:
Confirm password:
OK
Cancel

Enter your Domain Name\Username in the appropriate box and your password in each of the password boxes. If you do not know your login or cannot successfully log in, consult your network administrator for assistance. You need a valid Windows login to be able to set up an Indexing schedule.

Manually Indexing the Database

To manually index your database(s):

1. Choose Index Databases from the Search option in the Tools menu. This can also be selected from the Search drop-down on the toolbar, the Search Home page, or the Indexing Schedule page.

The Index Databases page displays.

2. Select the database you want to index. If you want to index all databases, you do not need to select one.
3. Click Index Selected or Index All.

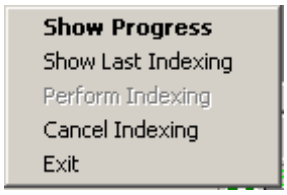
Indexing will start immediately and display the current status.

Monitoring the Indexing Process

The Search Index process has a monitor icon located on the System Tray in the lower right portion of the Windows display:

Index Status Icon

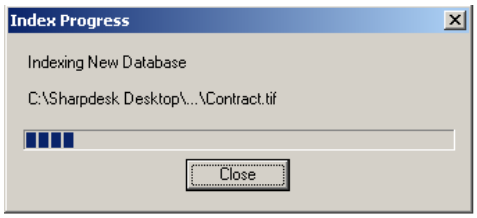
When indexing is in progress, the icon will animate to show the background activity. To check the status of the indexing, right-click on the icon to display the following context menu:



Downloaded From ManualsPrinter.com Manuals

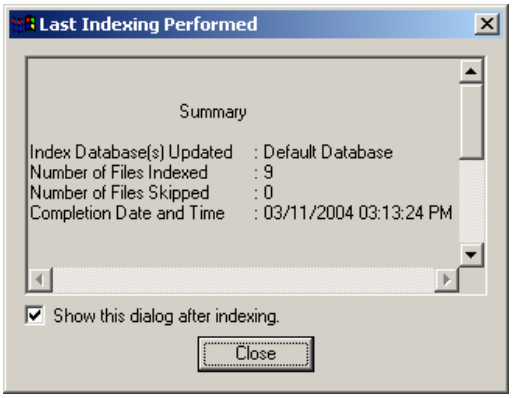
Show Progress

Select the Show Progress item to display the current file being indexed. A display similar to the following will appear:



Show Last Indexing

Select the Show Last Indexing item to display the summary of the last indexing operation. A display similar to the following will appear:


Last Indexing Performed
Summary
Index Database(s) Updated : Default Database
Number of Files Indexed : 9
Number of Files Skipped : 0
Completion Date and Time : 03/11/2004 03:13:24 PM
Show this dialog after indexing.
Close

The Last Indexing Performed dialog displays detailed information about the last instance of indexing performed for the local PC, regardless of which user performed indexing the last time. Note, that if the dialog is open prior to completion of a current indexing operation, information in the dialog will not be automatically updated. To update information in the dialog, close the dialog and then re-open it after indexing is complete.

Perform Indexing

Select the Perform Indexing item to begin the index process on all currently defined index databases.

Cancel Indexing

Select the Cancel Indexing item to halt the current indexing process.

Exit

Select Exit to close the Indexing status menu and remove the Index Status icon from the System Tray.

Downloaded From ManualsPrinter.com Manuals

Chapter 6
Composing with Sharpdesk

Introduction

Using Sharpdesk Composer, you can combine files of different types into a single production-ready document. For example, you could combine a Word file with an Excel file, and then even add in a Lotus file. Composer lets you reorder pages, add a cover page or inserts, and then print, copy, or e-mail the entire document. You can load as many source documents as you need to create the new document.

Composer eliminates the need to cut and copy documents from multiple applications. If you can print from an application, you can usually add the document to the Composer and create any document collection that might be required. Documents are added to Composer by dragging and dropping them into Composer's work area or the Composer button on the Output Zone. Documents can also be added to Composer by printing from the application that created the file through the Sharpdesk Composer printer driver. The following applications have been tested with Composer, with the indicated results and limitations.

Downloaded From ManualsPrinter.com Manuals

Application	Version	Support Drag & Drop?	Support direct print?
Adobe Acrobat Reader	5.0, 6.0	Yes (Note 1)	Yes (Note 1)
Adobe Illustrator	All	Marginal (Note 2)	Marginal (Note2)
Adobe Page Maker	All	Not Supported (Note 3)	Not Supported (Note 3)
Adobe Photoshop	5.0, 5.5	Not Supported	Yes
cc Mail	8.2 – 8.5	Not Supported	Yes
Corel Presentations	8.0, 9.0	Yes (Note 5)	Yes
Corel Quattro Pro	8.0, 9.0	Yes (Note 4)	Yes
Corel WordPerfect	8.0, 9.0	Yes	Yes
Imaging for Windows	2.0	Yes	Yes
Lotus 123	97, 2000	Yes (Note 4)	Yes
Lotus FreeLance	97, 2000	Yes (Note 5)	Yes
Lotus WordPro	97, 2000	Yes	Yes
MS Access	2000, 2003	Not Supported	Yes
MS Excel	2000, 2003	Yes (Note 4)	Yes
MS Internet Explorer	5.5, 6.0	Yes (Note 9)	Yes
MS Outlook	2000, 2003	Not Supported	Yes
MS PowerPoint	2000, 2003	Yes (Note 8)	Yes (Note 8)
MS Project	2000, 2003	Not Supported	Yes
MS Publisher	2000, 2003	Yes	Yes
MS Visio	5, 2000	Yes (Note 6)	Yes
MS Word	2000, 2003	Yes	Yes
Netscape	4.0	Yes	Yes
Pagis Millennium	2000	Yes	Yes
PaperPort	6.0, 7.0	Not Supported	Yes
Quark Express	All	Marginal (Note 7)	Marginal (Note 7)

Notes:

1 Does not close Acrobat after printing to Composer. All pages are printed to Composer using the default paper orientation set in Acrobat.

2 Pages printed into Composer may be blank in some cases.

3 EPS output from Page Maker is not supported by Composer.

4 Only the sheet that was active when the file was closed is sent to Composer.

5 Color documents will be rendered as black and white. To retain color content, print directly from the application, following its directions for printing in color.

6 Page size and orientation may not be maintained correctly. Print directly from the application to ensure proper orientation.

7 The application may get an error in some cases.

8 MS PowerPoint 97, running on Windows 9x platforms, sometimes generates output in RAW format rather than EMF format. Composer cannot accept RAW format input, and PowerPoint will generate an error message if this happens.

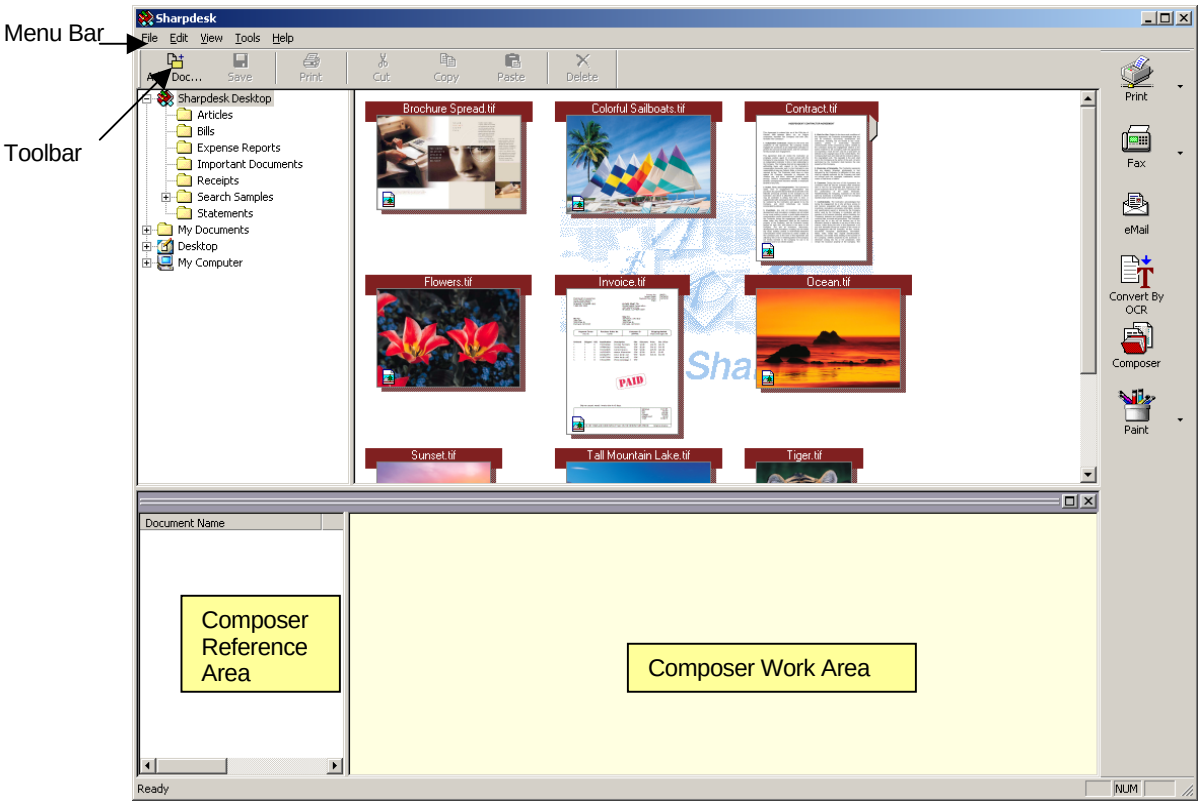
9 When an HTML file is dragged into Composer, Internet Explorer will sometimes display a print dialog box under the Sharpdesk window. Check the taskbar for Internet Explorer if the print dialog is not visible and click on its button to bring it into focus. Make sure the printer selected is 'Sharpdesk Composer' and press OK to begin loading pages into Composer.

Downloaded From ManualsPrinter.com Manuals

Starting Composer

To start the Composer from Sharpdesk:

Click the Composer icon on the Sharpdesk toolbar, or choose the Composer command from the Tools menu. The Composer work area and reference area appears.



Sharpdesk Composer

Composer is comprised of the following elements:

Menu Bar

When Composer starts, the options in the menu bar change to Composer-specific tasks. Refer to **Menu Options**, below, for a description of the options available.

Toolbar

When Composer starts, the toolbar changes to provide you with quick access to commands needed to save and close, send a page or document as an e-mail attachment, print a document, cut, copy or paste items, and to delete pages.

Work Area

The work area lets you create and arrange the pages of the final document. The work area displays pages as a thumbnail image similar to the Sharpdesk desktop. Thumbnails will display in a portrait or landscape orientation based on their original print mode settings. Pages are displayed in the order they will print, left to right, top to bottom.

Downloaded From ManualsPrinter.com Manuals

Reference Area

The Reference section lists all source documents displayed in the Work Area. The Reference area shows the document name, the number of pages, and the created date.

Menu Options

The Menu Bar provides you with the following options:

MENU	DESCRIPTION
File	
New	Create a new, blank document. . If you have an existing document open, a prompt displays giving you the option to save it.
Open	Open an existing Sharpdesk (.SDF) file.
Add Document	Add pages to the current file's Work Area.
Save	Save the current (modified) file.
Save As…	Save the current file under a new name. The Save As window also displays the first time the file is being saved.
Export…	Generate a PDF file from the current Composer document.
Print…	Print the current page or all document pages.
Print Preview	Display pages as they will look when printed. If non-scalable fonts are used in your pages, the Print Preview image may not be an exact replication of how the document will print.
Page Setup	Specify the document's margins, setup headers and footers, and printer properties.
Print Setup	Select a default printer and set basic print options (tray selection, copies, etc.).
Send Mail	Send the current document as an e-mail attachment in .PDF (Adobe Acrobat) format.
Properties	Display the attributes of the current file.
Recent Files List	Displays the names of files most recently opened with Composer. Selecting a file name from the list will open that file in Composer's work area.
Exit	Close and exit the Composer. If the document has been modified, you can save it prior to closing.
Edit	
Cut	Cut the selected page(s) from the Work Area and place it on the clipboard.
Copy	Copy a page from the Work Area and place it in the clipboard.
Paste	Paste the contents of the clipboard at the current location.
Delete	Remove a selected page(s) from the Work Area.
Select All	Select all document pages.
Insert Blank Page	Insert a blank page at the current location.

Downloaded From ManualsPrinter.com Manuals

MENU	DESCRIPTION
View	
References	Toggle the reference documents list on and off.
Toolbars	Toggle the toolbar on and off.
Tools	
Reinstall Printer Driver	Reinstall the Sharpdesk Composer printer driver.
Help	
Contents and Index	Display the Composer help information.
About Composer	Display Composer copyright and version information.

Toolbar Options

The Composer Toolbar lets you select commands quickly, including:

COMMAND	DESCRIPTION
Add Doc…	Adds pages to the current file.
Save	Save the current (modified) file.
Print	Print the selected pages or the whole document
Cut	Cut a page from the Work Area to the clipboard.
Copy	Copy a page from the Work Area and place it in the clipboard.
Paste	Paste the contents of the clipboard at the current location.
Delete	Delete the currently selected page(s).

Downloaded From ManualsPrinter.com Manuals

Working with Composer

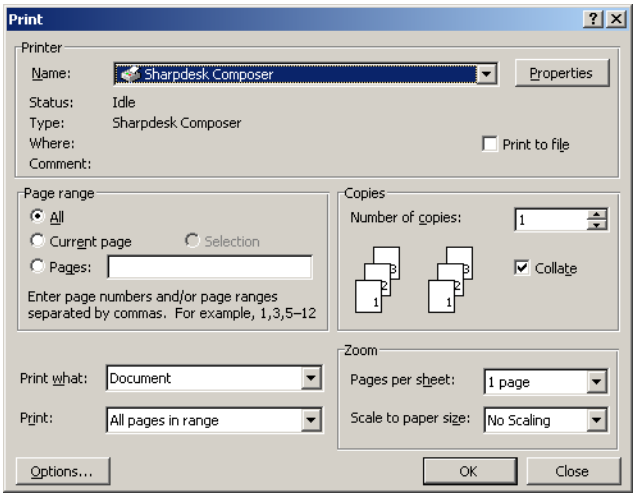
Pages are loaded into Composer by printing to the Sharpdesk Composer driver from third-party applications (for example, MS Word, MS Excel, and so on). Or, you can drag and drop a file from Sharpdesk or Microsoft Explorer directly into either the Composer's work area or the Composer icon on the Output Zone. Loading pages by drag and drop uses the default paper size and orientation.

Loading Pages into Composer

You can load pages into Composer directly from Sharpdesk, Explorer, or from a third-party application.

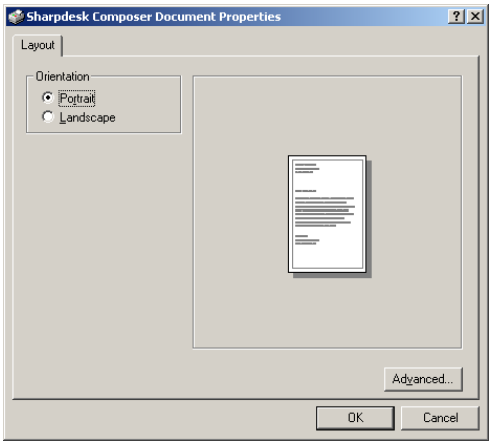
To place pages into Composer from third-party applications (for example, Word):

1. Select the Print command from the application in which you are working. A screen similar to the following one appears:



Print Screen

Select Sharpdesk Composer as the target printer. To change the document's paper size or orientation, click the Properties button.



Properties screen

Downloaded From ManualsPrinter.com Manuals

2. Click **OK** to save your settings and close the Properties screen.
3. Click **OK** or **Print** (depending on the application you're running) to start the print operation.

   If Sharpdesk is not running, it automatically starts and the new pages are added to an `Untitled1.sdf` document in the Composer work area. If Composer is running with a document in the work area, the new page(s) is added to the existing document.
4. Continue loading pages into the Composer until you have all the pages you want. You can now use Composer to selectively delete or re-order pages into the finished document.

Adding Pages into Composer

With the Composer running, you can add pages as follows:

- Click the Add Document icon on the toolbar, or choose the Add Document command from the File menu. A standard Windows Open dialog displays.

Adding Pages from Sharpdesk or Windows Explorer

With the Composer running, you can add pages from Sharpdesk or Windows Explorer as follows:

- Drag and drop a file from the Sharpdesk work area or Windows Explorer to the Composer work area, or the Composer icon on the Output zone. The page is opened in its original application and then printed to the Composer.

Note: When loading image files with many pages into Composer using Sharpdesk Imaging, Imaging will break the input into multiple segments of 50 pages to avoid exhausting system resources. Each segment will be shown in the Reference window of Composer.

Creating Composer Documents

Working with the Composer is easy and intuitive. Once your source documents have been loaded into the work area, you can use the mouse or commands from the Menu bar and Toolbar to delete or re-order pages to create your new document.

Arranging Pages

To arrange pages in the work area:

- Pages can be dragged and dropped within the work area to re-order them as desired. To move a page in the work area, grab it and then release the mouse at the location where the page is to be inserted.
- You can also move a page using the Cut and Paste commands. Click on the page you want to move and click **Cut** on the toolbar. Click on the page you want to follow the one cut and click **Paste**. These commands can also be displayed by clicking the right mouse button on a page.
- To insert a blank page, choose the **Insert Blank Page** command from the Edit menu, or click the right mouse button on the page you want the blank page to follow and select the Insert Blank Page command.
- Each page inserted into the work area displays its original source file name in the reference area. If you want to rename a page, click on it to select it, then click it again and type the new name.
- To view the Composer full page, click the maximize icon in the upper right corner of the work area.

Downloaded From ManualsPrinter.com Manuals

- To view the Work Area only, uncheck the **References** option in the **View** menu. You can also enlarge the Work Area (or the Reference Area) by grabbing and dragging the separator bar between the Work Area and Reference Area.
- To view a full-page image, double-click on the page, or choose the **Print Preview** command from the **File** menu. To return to the default view, click the close icon (X) in the upper right corner of the work area.

Deleting Pages

To delete a page:

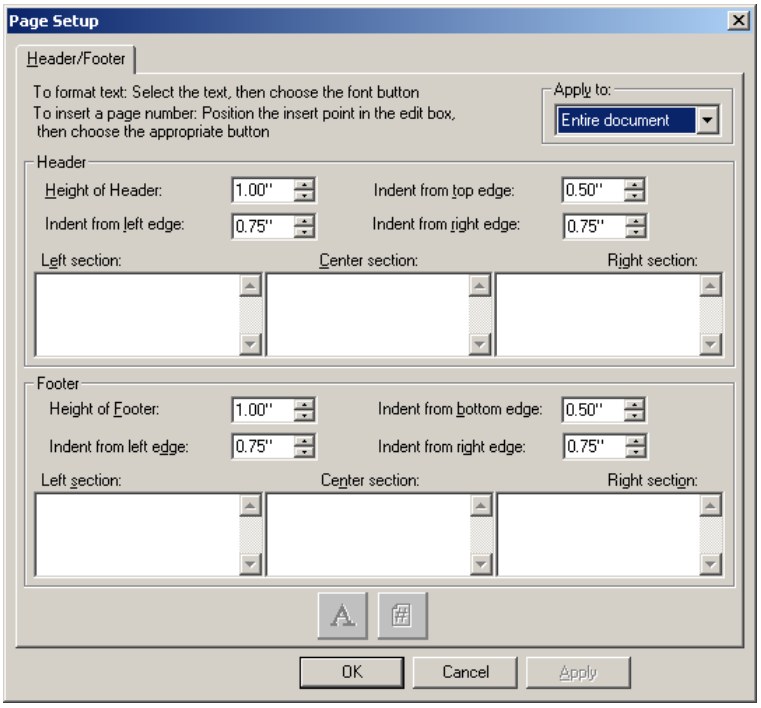
1. Click on the page(s) you want to delete (hold down the <Ctrl> key to select multiple pages.) The selected page(s) are highlighted.
2. Click the **Delete** option on the toolbar, select the Delete command from the File menu, or press the Delete key on your keyboard. A confirmation message appears.
3. Click **OK** to delete the page(s).

Headers and Footers

You can define your Headers and Footers as follows:

Choose the **Page Setup** command from the File menu.

The Page Setup dialog displays.



Applying Header/Footer to Selected Pages

You can specify which pages the Header and Footer will be displayed on as follows:

1. Select the “Entire document” item from the drop-down list in the Apply to: section if you want the Header/Footer to be applied to every page of the printed document.
2. Select the “Selected pages” item from the drop-down list in the Apply to: section if you want the Header/Footer to be applied only to the pages you selected ***prior to selecting the***

Downloaded From ManualsPrinter.com Manuals

File.Page Setup menu option. If specific pages were not selected prior to entering the Header/Footer dialog, only the "Entire document" selection will be available.

3. Select the "This page forward" item from the drop-down list in the Apply to: section if you want the Header/Footer to be applied the page you selected ***prior to selecting the File.Page Setup menu option***. The selected page and all following pages will contain the Header/Footer you have defined. If specific pages were not selected prior to entering the Header/Footer dialog, only the "Entire document" selection will be available.

Setting the Size of the Header/Footer band

Headers and Footers are opaque white bands that lie across the top and bottom of the printed page. The header and footer bands will overwrite anything that lies beneath them. You control the size of the Header/Footer bands and the placement of text within them as follows:

1. Use the Up/Down arrows to specify the Height of Header/Footer. This setting defines the bottom of the Header (or the top of the Footer) 'band' across the printed page, measured from the top edge (Header) or bottom edge (Footer) of the paper. The Header and Footer bands will be opaque white ribbons across the top and bottom of the printed page.
2. Use the Up/Down arrows to specify the Indent from top/bottom edge. This setting defines where the first printed line of the Header (Footer) will be positioned from the top (bottom) edge of the paper. This setting must be less than the Height of Header/Footer.
3. Use the Up/Down arrows to specify the Indent from left/right edge. This setting defines where the first/last printed character will be positioned from the left/right edge of the paper.

Setting the Text for the Header/Footer

Each Header/Footer has three sections: Left, Center, Right. The Left Section is left-justified (beginning at the Indent from left edge setting), the Center Section is center-justified (based on the page width), and the Right Section is right-justified (ending at the Indent from right edge setting).

You fill in the section boxes and format the text you want as follows:

1. Click on the section box you want to use and type in the text for the Header/Footer.
2. To insert a page number, click the section box where you want it to display (left, center, or right), and then click the **Page Number** button. Composer automatically numbers pages sequentially.
3. To format your Header/Footer, highlight the text and then click the **Font** button. Select the desired Font, Font style, and Size, and then click **OK**.

Attaching a Document to Email

You can attach a Composer document to an e-mail as follows:

Choose the **Send Mail** command from the File menu, or click the Send Mail icon on the toolbar.

Composer will save the current file as a PDF file and place it as an attachment to the mailing 'envelope' supplied by your PC's email program. Complete the address portion and add any additional comments you want in the message and send like you do other email messages.

Saving Documents

To save a new document, choose the Save command from the File menu, or click the Save icon on the toolbar. If you have previously named and saved the document, it will automatically be

Downloaded From ManualsPrinter.com Manuals

saved. If this is the first time you are saving the document, a Save As dialog box displays allowing you to name it and save it with a .SDF extension.

Opening a Composer Document

You can open a Composer document as follows:

1. Choose the **Open** command from the File menu. The Open dialog box appears.
2. Navigate to the file you want to open and click Open.

Closing Composer

To close the Composer, choose the **Exit** command from the File menu.

Downloaded From ManualsPrinter.com Manuals

Chapter 7
Sharpdesk Imaging

Introduction

Using Sharpdesk Imaging, you can view images, manipulate them, annotate them, and print them.

Basic Imaging Concepts

This section discusses some basic concepts and terminology to help you better understand Sharpdesk Imaging.

What is Imaging?

Imaging can be described as using computer software to create, modify, and process electronic images. Typical Imaging operations include:

- Scanning text, photographs, or drawings and saving the results in an image file.
- Displaying images using techniques such as thumbnail representations, magnification, rotation, and size to fit.
- Sending image documents by e-mail or fax.
- Adding annotations to images.
- Performing electronic cleanup of images to make them easier to view.
- Combining several imaging operations into a single, automated procedure that runs while you perform other tasks.

Downloaded From ManualsPrinter.com Manuals

Types of Images

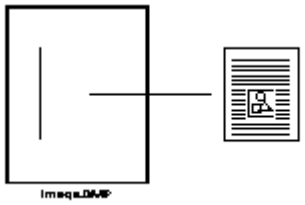
An image is an electronic representation of a text document, a photograph, a line drawing, or other graphical entity. You can create an image by scanning a printed page, a photograph, a drawing, by saving a fax, or by creating an image with a drawing or graphic-design program.

After a page of text is scanned and saved, it takes on the properties of an image file, and can no longer be opened with a word processor or text editor.

Image File Formats

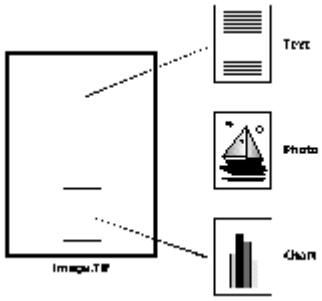
Images are saved as image files, which use file name extensions such as .TIF , .BMP , .JPG , and .AWD . The extension indicates the format used to store the image.

Some formats, such as .BMP and .JPEG, contain just one image per file.



Single Image File

Other formats, such as .TIFF and .AWD, are similar to a book. They contain one or more pages with each page holding a single image.



Multiple Image File

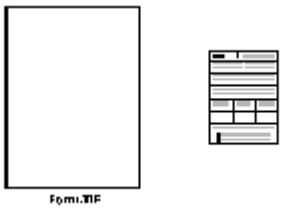
Because image files are standard Windows files, you can use Windows commands to perform operations such as:

- Organizing files into folders
- Attaching an image file to an e-mail message
- Copying, renaming, or deleting files
- Printing or faxing files

Image Documents

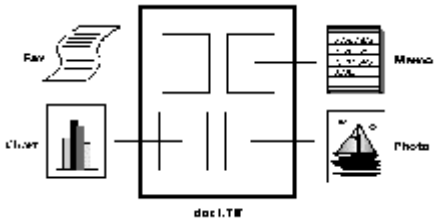
An image document is a collection of one or more images that are logically related. A simple image document might be a blank form, scanned and saved in an image file format.

Downloaded From ManualsPrinter.com Manuals



Simple Image Document

Another image document could be a collection of faxes, memos, and photographs that are scanned to a multi-page image file.



Multi-Page Image File

Sharpdesk Imaging

With Sharpdesk Imaging, you can perform a variety of imaging operations by making selections from menus or by clicking on tool buttons.

Many options present dialog boxes. If you are not sure about which values or properties to set, accept the default values. These values were chosen to give satisfactory results in a variety of situations. As you experiment with the different options and property settings, you can create results that suit your preferences.

Sharpdesk Imaging consists of the Imaging application and ActiveX controls. The Imaging application is described in the following sections.

Imaging Application

This section briefly describes what you can do with the Imaging application. For more detailed information, including how to perform specific tasks, refer to the on-line Help while using the application.

Display Images

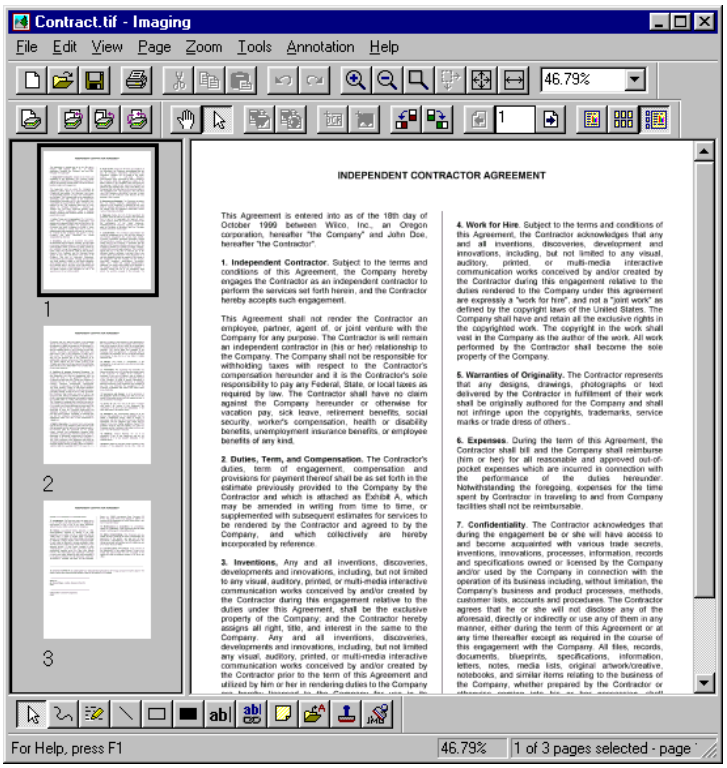
Sharpdesk Imaging reads and displays the following types of image files:

IMAGE FILE TYPE	EXTENSION
TIFF Document	.TIF, .TIFF, .JFX
Bitmap Image	.BMP
Fax Document (Windows 98 installations only)	.AWD
GIF File	.GIF
Image Bookmark File	.IBK

Downloaded From ManualsPrinter.com Manuals

IMAGE FILE TYPE	EXTENSION
JPEG File	.JPG, .JPE, .JPEG
PCX/DCX Document	.PCX, .DCX
WIFF Document	.WIF
XIF Document	.XIF

You can display a single image in the window, display thumbnail views of the images contained in a multi-page image document, or display an image page and thumbnails together.



Imaging Window Dialog

Convert Image Files

Using Sharpdesk Imaging, you can save a displayed image in one of the following formats:

- .TIFF
- .BMP
- .JPEG
- .AWD (Windows 98 only)

Downloaded From ManualsPrinter.com Manuals

In some cases, converting from one format to another causes the source image to permanently lose certain attributes. For example, if you save a color .BMP file to .AWD format (which is black and white only), the saved image is converted to black and white. If you convert the .AWD image back to .BMP, the color information that was lost in the first conversion cannot be recovered.

Change Image Display

You can change the image display by zooming to increase or decrease the size of the image, by sizing the image for the best fit, or sizing it to fit the height or width of a window. You can also rotate an image left, right, or 180 degrees. Rotating an image is useful if you scanned landscape images using a scanner's sheet feeder, or if you fed a stack of documents into the scanner's document feeder backwards (180 degrees from the desired orientation).

Thumbnail images can be made larger to display more detail, or smaller to fit more of them in the window. You can also drag and drop thumbnails to change the order of pages in the image document.

Scan Images

You can create image documents by scanning forms, memos, pictures, or other paper documents to an image file.

Sharpdesk Imaging supports TWAIN-compatible devices such as scanners and digital cameras.

NOTE: **For best results, save scanned documents in TIFF format.**

Annotate Images

You can add a variety of markups to an image by using Annotation features, and then save the annotations with the image. Examples of annotations include:

- Freehand or straight-line markings
- Highlighter
- Hollow and filled rectangles
- Attach-a-note text
- Text from a file
- Customizable rubber stamps such as “Received” or an image such as your company logo
- Hyperlinks

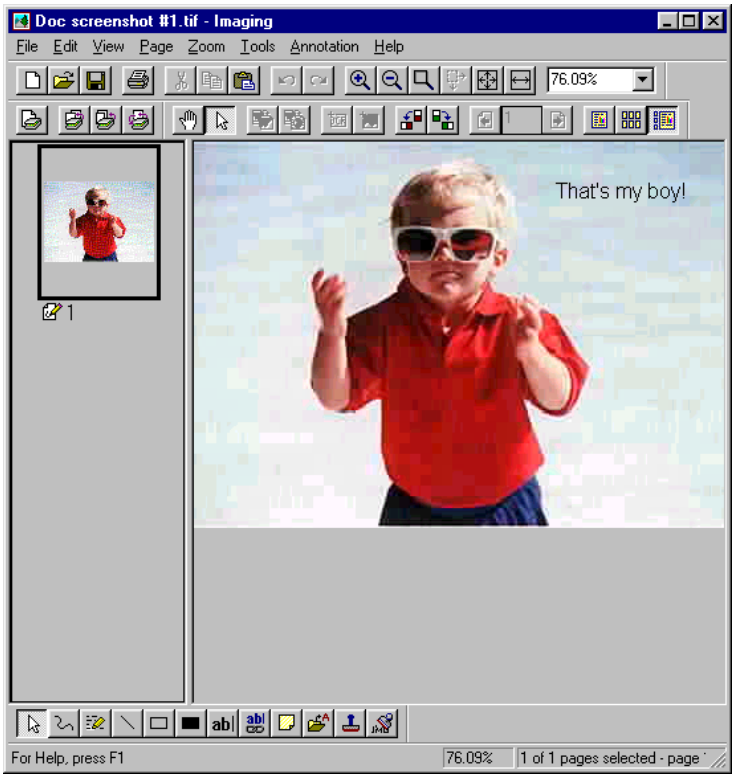
Several of these annotations have properties that can be set, such as color, line width, and font.

A hyperlink is a special type of annotation that you can use to link to a file, a Uniform Resource Locator (URL) on the World Wide Web, or to a page in an image document.

The document HQ.TIF is included in the **Samples** folder of this product. This example of an annotated document page includes hyperlinks to other pages within the document. Click on the text within the rectangles drawn on the map to jump to the photographs on pages 2 and 3 of the document. Click on the designated area of the street address on the map to jump to Eastman Software's Homepage on the World Wide Web.

Downloaded From ManualsPrinter.com Manuals

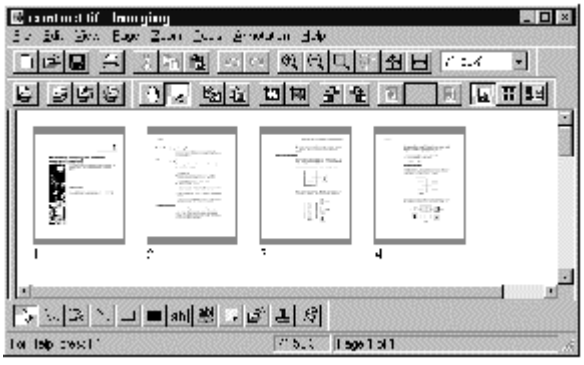
When the annotation icon appears next to a thumbnail's page number, it means the page contains one or more annotations.



Annotating an Image Dialog

Create a Contact Sheet

You can create a contact sheet that contains a thumbnail rendition of each page of an image document, similar to a photographic contact sheet that displays images of each negative on a roll of film. Before you create the contact sheet, you can globally set the thumbnail size — larger to display more detail, or smaller, to fit more thumbnails onto the contact sheet. To create a contact sheet, choose the **Create Contact Sheet** command from the Tools menu.



Contact Sheet Dialog

Image Processing

During scanning and faxing, documents can pick up small speckles of dust that degrade the image. The Remove Speckles option electronically processes the document to remove these.

Downloaded From ManualsPrinter.com Manuals

Using the **Straighten Page** option from the Tools menu, you can straighten an image that is crooked in relation to the background page. After you draw a reference line on the displayed document, the application rotates the image to the correct orientation.

You can specify a portion of the image to crop or let the program automatically crop the edges of a displayed image for you.

Using the Imaging Application

This section guides you through some basic operations when working with the Imaging application. For additional information, refer to the on-line Help.

Starting Sharpdesk Imaging

To start Sharpdesk Imaging:

1. Click the **Start** button.
2. Point to **Programs**, then **Sharpdesk**, and then choose **Sharp Imaging**.

NOTE: If you use the sample image files installed with Sharpdesk to practice working with Imaging options, you can access the original versions of these files on your installation CD.

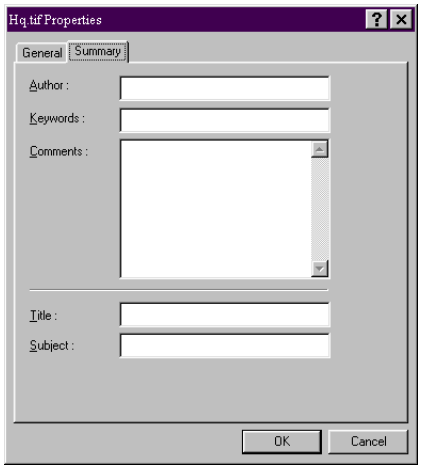
Finding an Image Document

You can assign properties to your images, Author, Keywords, Comments, Title, and Subject, to make locating them later easier.

Setting Properties

To assign a property to an image document (the following example uses a sample file installed with Sharpdesk).

1. Choose the **Open** command from the **File** menu.
2. Navigate to the folder where you installed Sharpdesk Imaging. (The default location is C:\Program Files\Sharp\Sharpdesk\Imaging).
3. Open the **Samples** folder.
4. Double-click HQ.TIF, or highlight it and click **Open**.
5. Choose the **Properties** command from the File menu. The Properties window appears.
6. Click the **Summary** tab.



Setting Properties Dialog

Downloaded From ManualsPrinter.com Manuals

The Summary tab allows you to specify property values for your image documents. You may want to standardize the values you use so your documents are organized in a more useful way. For example, descriptive Keyword entries might be Invoices, Deposits, Inventory, and so on.

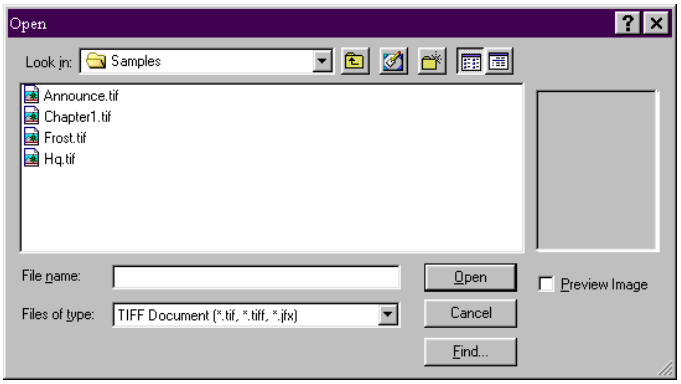
7. Enter the property values you want to apply and then click **OK**.
8. Choose the **Save** command from the File menu to add the property value to the document.

Finding Specified Properties

To find an image document using a property value:

1. Choose the **Open** command from the File menu.

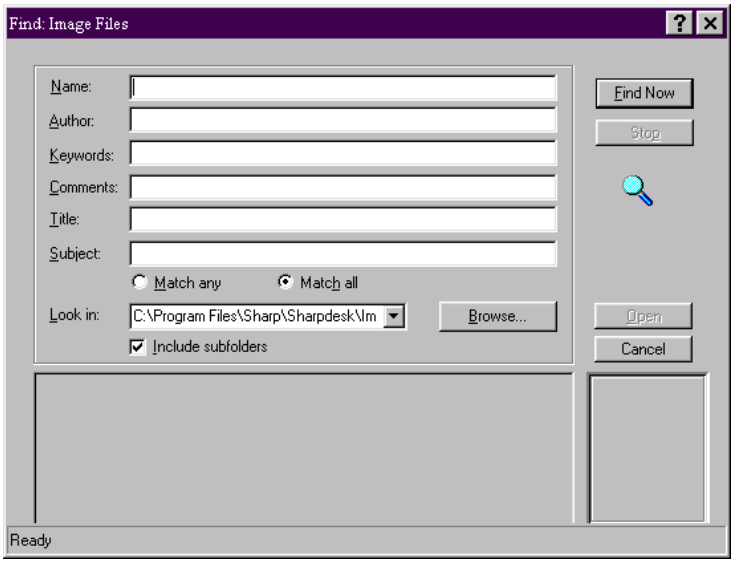
   The Open dialog appears.



Open Dialog

2. Click the **Find** button.

   The Find: Image Files dialog appears.

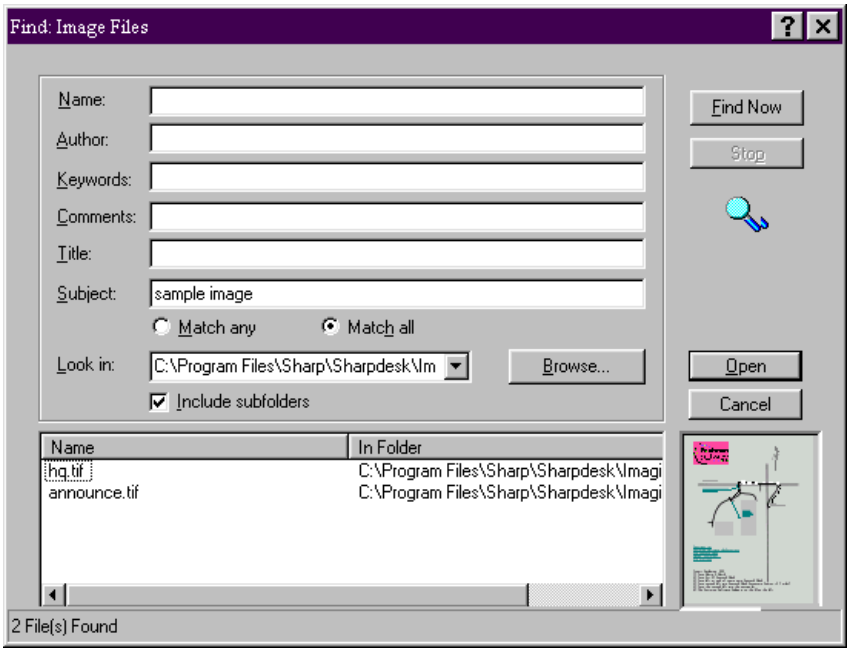


Find: Image Files Dialog

3. Enter the property value by which you want to search.

Downloaded From ManualsPrinter.com Manuals

4. Select the drive or folder you want to search from the Look in drop-down. To navigate to a particular folder, use the **Browse** button.
5. Click the **Include Subfolders** checkbox.
6. Click **Find Now**. The lower pane of the dialog displays the names of documents containing the specified property value. Clicking an image name displays a thumbnail of the document.



Sample Image Dialog

Displaying an Image Document

Once you locate the image document you want to work with, you can open it, change the display attributes, display and resize thumbnails, or create a contact sheet.

Opening the Document

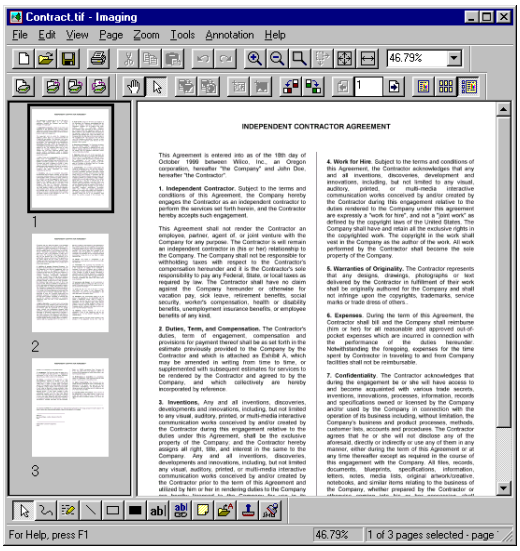
- From the Find dialog, highlight the document you want to open and click **Open**.

Changing the Display

1. You can change the size of the display window in the vertical and horizontal directions to suit your preference.
2. Using the **Zoom** menu, you can choose different options to resize the document to fit in the display window. When you change the size of the document, its height to width ratio is maintained.
   - Click **Fit to Height** to view the full height of the document page.
   - Click **Fit to Width** to display the full width of the page.
   - Click **Pixel to Pixel**. If the entire page does not fit into the display window, scroll bars appear along the right side and/or bottom.
   - Click **Best Fit**. This is often the optimum setting.
3. Using the **View** menu, you can click **Page and Thumbnails** to display thumbnails of pages in a window next to the page view. The selected thumbnail has a border around it.

Downloaded From ManualsPrinter.com Manuals

4. Position the pointer over the vertical bar separating the Thumbnail and Page windows and picture. When the pointer changes shape, hold down the left mouse button and then drag the bar left or right to resize each window.



Sizing Windows Dialog

5. Using the **Tools** menu, you can click **Magnifier** to enlarge a portion of the document page. [Note: Magnifier controls can only be accessed with the mouse. Keyboard control is not supported.]

Displaying and Changing Thumbnails

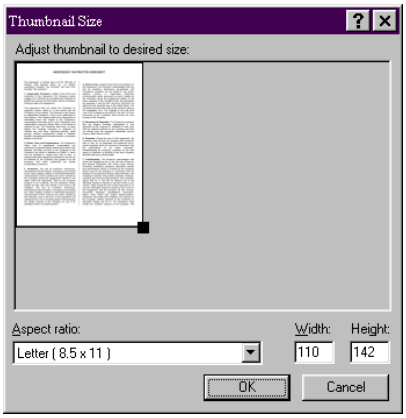
To display or change thumbnails:

1. Choose the **Thumbnails** command from the **View** menu.

   Thumbnails of the image documents are displayed.

2. Choose the **Thumbnail Size** command from the **Options** submenu in the **Tools** menu.

   The Thumbnail Size dialog appears.



Thumbnail Size Dialog

Downloaded From ManualsPrinter.com Manuals

3. Place the pointer over the handle in the lower right corner of the thumbnail, hold down the left mouse button, and then drag the handle diagonally to increase or decrease the size of the thumbnail.
4. Click **OK** to apply the new size to the displayed thumbnails.

Creating a Contact Sheet

To create a contact sheet:

1. Choose the **Open** command from the **File** menu.

   The Open dialog box appears.

2. Navigate to the image document you want to open, and then click **Open**.

   The image document appears.

3. Choose the **Create Contact Sheet** command from the **Tools** menu.

   The Create Contact Sheet dialog appears.

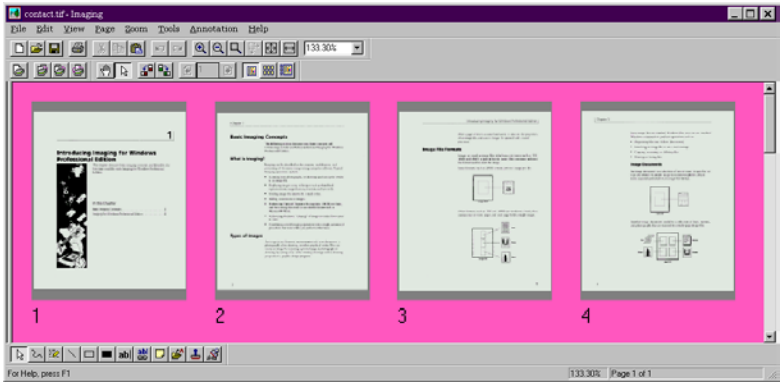
4. Type a filename and select a location to create the file, and then click **Save**.
5. Choose the **Open** command from the **File** menu.
6. Locate the contact sheet you created and click **Open**.
7. Click on a page to view the original page.
8. Click the **Back** button to return to the contact sheet.

To have your contact sheet automatically open after you create it:

9. Choose the **Options** command from the **Tools** menu, and then click Contact Sheet.

   The Contact Sheet Options dialog displays.

10. Select the **Open contact sheet after saving** checkbox and then click **OK**.



Contact Sheet Dialog

Annotating a Document

This section describes how to add annotations to a document, change annotation properties, and save the annotated document.

Applying a Rubber Stamp

To apply a rubber stamp to the document:

1. Choose the **Open** command from the File menu.

   The Open dialog displays.

Downloaded From ManualsPrinter.com Manuals

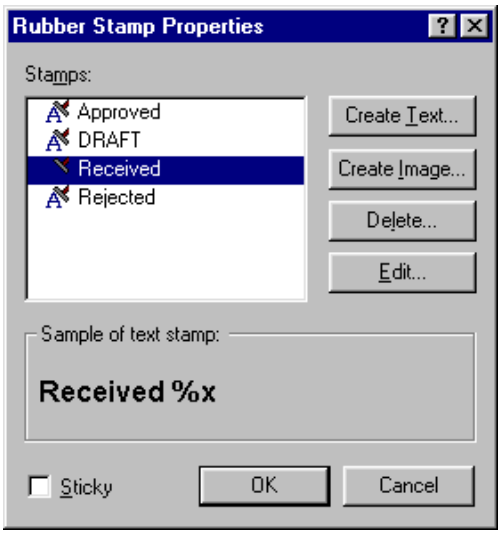
2. Navigate to the image document you want to annotate, and click **Open**.

The image document appears.

3. Choose the **One Page** command from the View menu.
4. Choose the **Rubber Stamps** command from the **Annotation** menu.

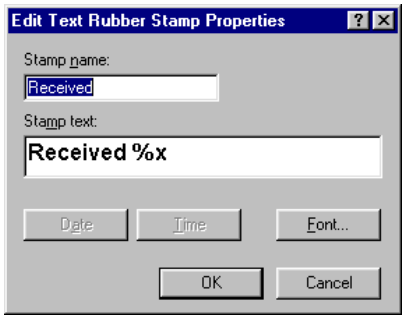
   The Rubber Stamp Properties dialog appears.

You can also click on the Rubber Stamp icon in the Annotation toolbar to display this dialog.



Rubber Stamp Properties Dialog

5. Click the stamp you want to use in the Stamps list, and then click **Edit**. The Edit Text Rubber Stamp Properties dialog appears.

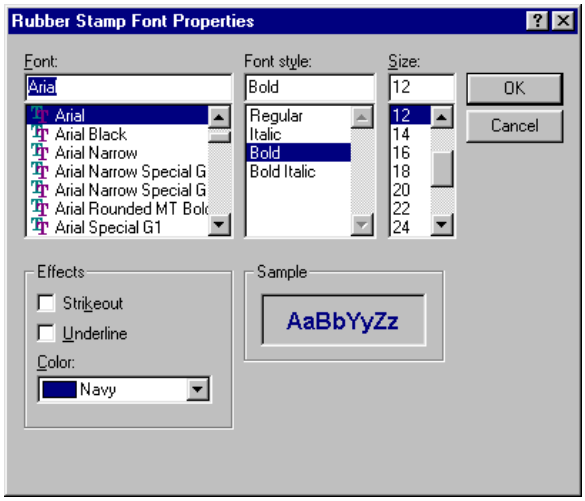


Edit Text Rubber Stamp Dialog

Click **Font**.

Downloaded From ManualsPrinter.com Manuals

The Rubber Stamp Font Properties dialog appears.



Rubber Stamp Font Properties Dialog

6. Choose the desired font attributes and color, and click OK.
7. Click **OK** to close the Edit Text Rubber Stamp Properties dialog.
8. Click **OK** to close the Rubber Stamp Properties dialog.

   The pointer changes to a rubber stamp icon.
9. Position the rubber stamp where you want to place the annotation, and then press the left mouse button once. The stamp annotation is applied to the document. You can move the stamp by placing the pointer inside the dotted outline, and then dragging the stamp to a different location.
10. Click outside of the dotted outline to anchor the stamp.

Adding a Highlight

To add a highlight to the image document:

With your document open, choose the **Highlighter** command from the Annotation menu. The pointer changes to a marker and crosshair.

1. Position the crosshairs slightly above and to the left of a paragraph you want to highlight. Hold the left mouse button down and drag the pointer across and down to the end of the paragraph. Release the button to apply the highlight.

Changing Highlight Properties

To change the highlight properties:

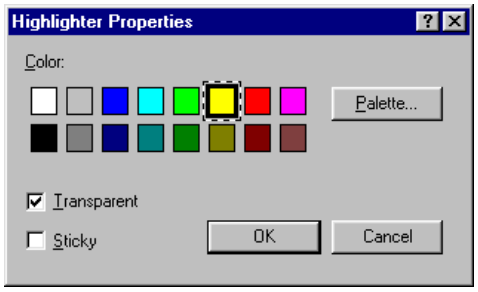
1. Place the pointer on the highlight and click the right mouse button.

   A shortcut menu appears.
2. Click **Properties**.

   The Highlighter Properties dialog appears.

NOTE: To change the default properties for an annotation, right-click on the tool in the Annotation toolbar or choose the **Set As Default** option in the Annotation Properties dialog.

Downloaded From ManualsPrinter.com Manuals



Highlighter Properties Dialog

3. Choose a color, such as light blue, that allows the text to show through.
4. Click **OK** to apply the new color.

Document Enhancement

This section shows how to enhance a document page by despeckling and straightening it.

Removing Speckles From a Document

To remove speckles from a displayed document:

1. Choose the Best Fit option from the Zoom menu.
2. Choose the Remove Speckles command from the Tools menu.

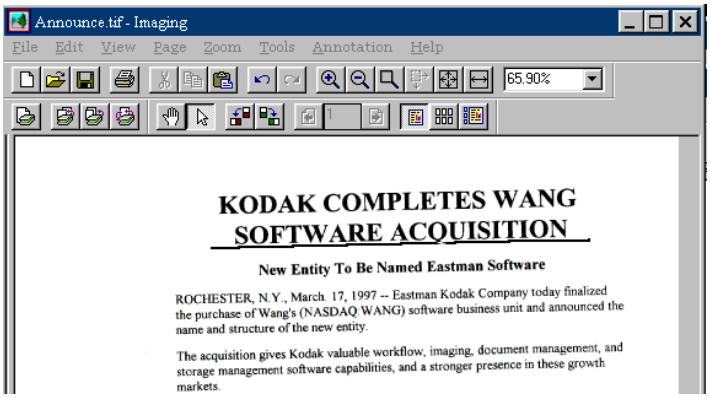
   The application removes small speckles which may have been added during the scanning or faxing process.

Straightening a Page

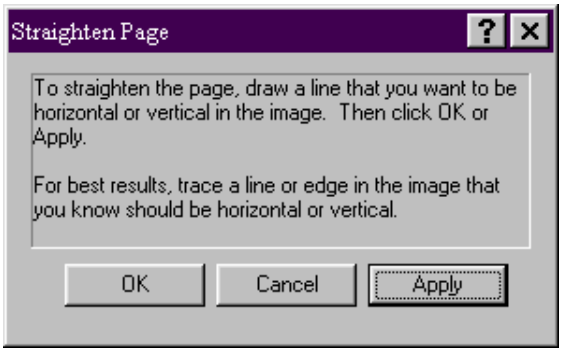
To straighten a displayed document:

1. Choose the Straighten Page command from the Tools menu.

   The Straighten Page dialog appears.
2. Move the dialog to the side or bottom of the page, so you can draw a reference line in the top portion of the page. The cursor will change to a crosshair.
3. Draw a reference line that is slanted in exactly the same way as the text. Position the pointer between two lines of text and press the left mouse button. While holding the button down, drag the pointer to the right, parallel to the text above and below the line. Release the mouse button when the reference line you have drawn is positioned correctly as shown in the following example.


Announce.tif - Imaging
File Edit View Page Zoom Tools Annotation Help
65.90%
KODAK COMPLETES WANG SOFTWARE ACQUISITION
New Entity To Be Named Eastman Software
ROCHESTER, N.Y., March. 17, 1997 -- Eastman Kodak Company today finalized the purchase of Wang's (NASDAQ:WANG) software business unit and announced the name and structure of the new entity.
The acquisition gives Kodak valuable workflow, imaging, document management, and storage management software capabilities, and a stronger presence in these growth markets.

Downloaded From ManualsPrinter.com Manuals


Straighten Page
To straighten the page, draw a line that you want to be horizontal or vertical in the image. Then click OK or Apply.
For best results, trace a line or edge in the image that you know should be horizontal or vertical.
OK
Cancel
Apply

Straighten Page Dialog

4. Click **OK** in the Straighten Page dialog.

   The page rotates until the reference line you drew is parallel with the top and bottom edges of the window.

Downloaded From ManualsPrinter.com Manuals

Chapter 8
Converting Images to Text

Introduction

Sharpdesk lets you convert a non-editable, graphical image containing text into a file that can be edited with your favorite word processor. You can convert an image at anytime while working in Sharpdesk by simply dragging the image onto the Convert by OCR option on the Output Zone bar. With Sharpdesk, even your document layouts are preserved.

Once an image has been turned into an editable document, you can then change it, annotate it, and treat it like any other document you created from scratch in its native application.

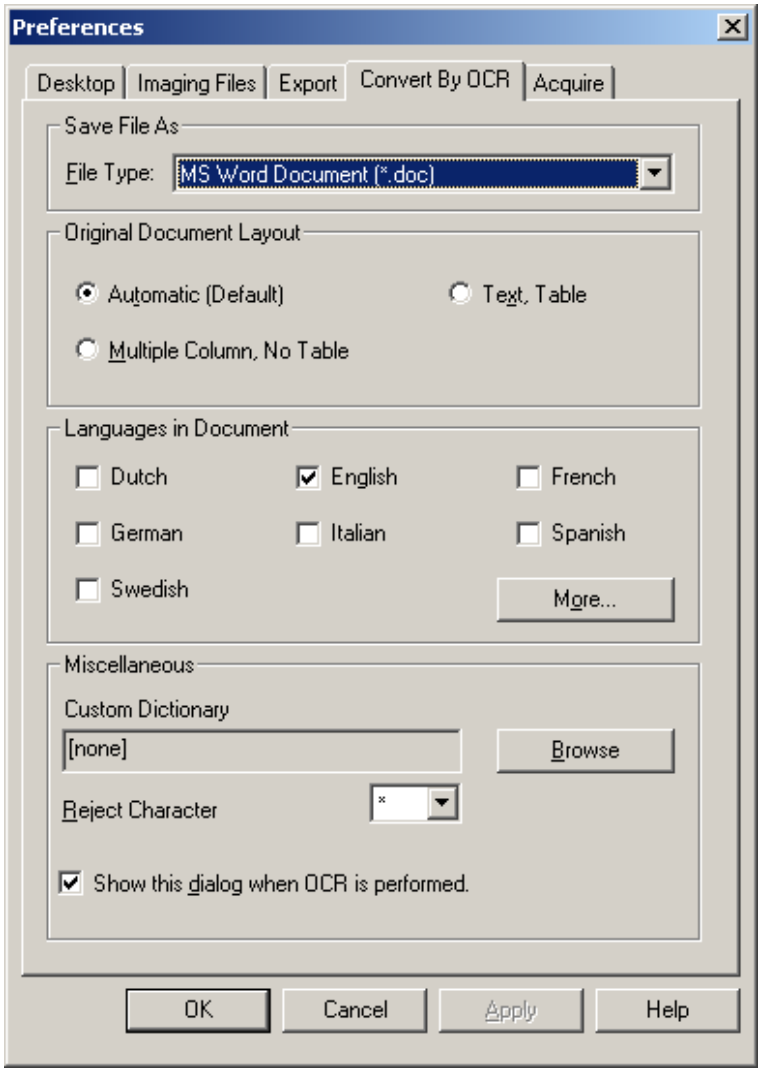
You can convert any .TIF, .PDF, BMP, .DCX, .JPG, or .PCX, image into one of many standard output formats.

Keep in mind that text conversion accuracy depends on the quality of the original image. A poor quality fax or copy might not convert correctly as the engine will have difficulty reading the text characters. Sharpdesk OCR can convert images with resolutions between 75 and 600 dpi (dots per inch). Best results are obtained using images with 300 dpi resolution. Images that fall outside the 75 to 600 dpi range will be blank in the output file that is generated. If a multi-page image file has pages that are within the allowed resolution range, these pages will be converted as expected. If your image file falls outside the supported range, you can sometimes use imaging tools such as Sharpdesk Imaging to bring the resolution into the supported range.

Downloaded From ManualsPrinter.com Manuals

Setting Convert by OCR Options

Sharpdesk lets you set the various options that control the OCR process. To do so, choose the **Preferences** command from the Sharpdesk Tools menu and click the **Convert by OCR** tab:



Convert By OCR Options

Downloaded From ManualsPrinter.com Manuals

Setting the Output File format

You may select one of the following output file formats for the OCR process:

Save File As format
Adobe PDF (*.pdf)
Adobe PDF with image on text (*.pdf)
Excel 97, 2000 (*.xls)
RTF Word 2000 (*.rtf)
Text – Comma Delimited (*.txt)
Text – Standard (*.txt)
MS Word Document (*.doc)
WordPerfect 8.0 (*.wpd)
WordPerfect 9, 10 (*.wpd)

Word format (*.doc) is the default.

Downloaded From ManualsPrinter.com Manuals

Setting the Original Document Layout

The Original Document Layout setting tells the OCR engine what to expect in the image(s) it is about to process. You may choose from the following layout selections:

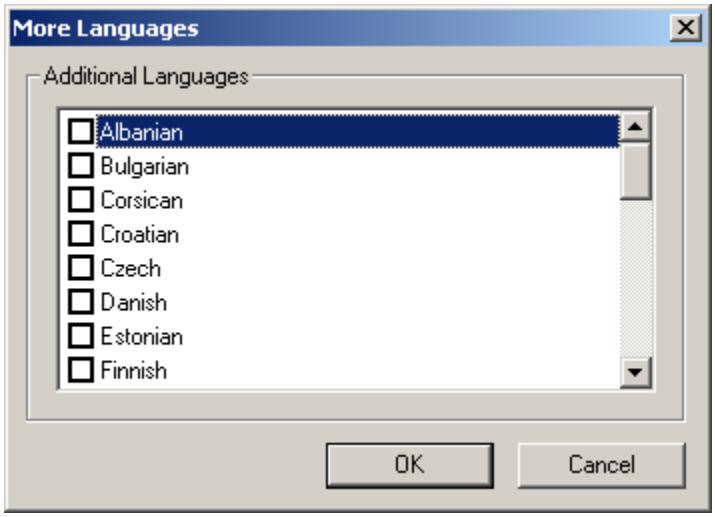
Layout Setting	Description
Automatic	Let the OCR engine make its own decisions regarding the layout. It decides whether text is in columns or not, whether an item is a graphic or text to be recognized, and whether to place tables or not. Choose Automatic if your document contains pages with different or unknown layouts. Choose it for an image with multiple columns and a table, and for any images with more than one table. Most of the time, this is the best choice and is the default selection.
Multiple Column, No Table	Choose this setting if some of your pages contain text in columns and you want them kept in separate columns, similar to the original layout.
Text, Table	Choose this setting if your page contains only one column of text and/or tables.

Setting Languages in Document

The Languages in Document setting tells the OCR engine what word or character sets to expect in the image(s) it is about to process. The languages Sharpdesk is localized in are shown in the main part of the tab:

Dutch	English	French	German
Italian	Spanish	Swedish	

The default is the language chosen when Sharpdesk was installed. Additional languages are also recognized by Sharpdesk's OCR engine. These are displayed by clicking on the More button:



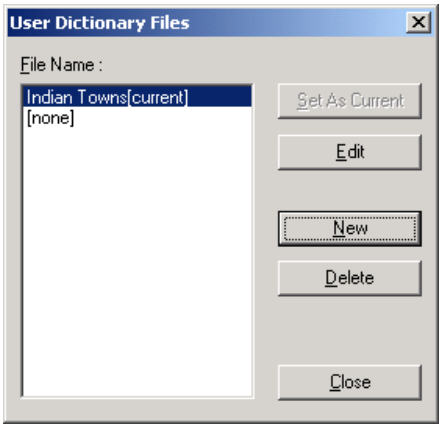
Check the box for the language(s) that may be included in the image documents to be OCRed.

Note that the recognition process will slow down as more languages are selected; choose only those languages that you expect to find in the documents if processing speed becomes an issue.

Downloaded From ManualsPrinter.com Manuals

Selecting a User Dictionary

You may improve the recognition of words that you find in documents you scan often by creating a User Dictionary. The currently selected dictionary is displayed in the Custom Dictionary box. To change the selected dictionary or create a new one, click on the Browse button. This will display the User Dictionary Files dialog:



Selecting an existing dictionary

All known User Dictionaries will be displayed in the File Name section. The currently selected dictionary will have "[current]" following its name. To choose a different dictionary, click on its name and then click on the "Set as Current" button. This will move the "[current]" flag to the name you have selected. Only one User Dictionary may be used at a time.

Modifying a user dictionary

First, select the name of the dictionary you want to modify. Then click on the "Edit" button. This will display the Edit User Dictionary dialog:

All of the words currently in the user dictionary will be listed.

Adding words to the user dictionary

Type the word you wish to add to the dictionary into the User word section. Then click the Add button to add the new word to the dictionary.

Downloaded From ManualsPrinter.com Manuals

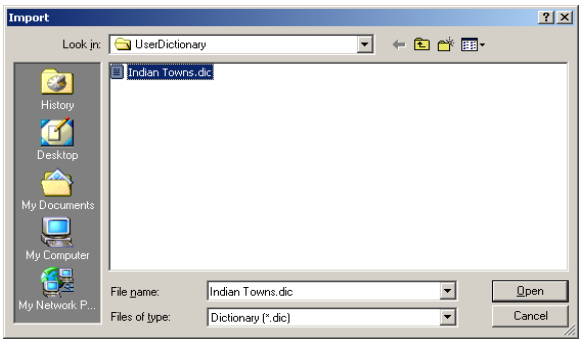
Deleting words from the user dictionary

Select the words currently in the dictionary you want to remove by clicking on it in the list; this will highlight the word to show it has been selected. To select more than one word, hold down the Ctrl key as you click on each word to select it. To unselect a word already selected, click on it again and the highlight will go away. When you have the list of words you want to delete highlighted, click on the Delete button to remove them from the dictionary.

To delete all of the words in the dictionary, click on the Delete All button.

Importing words into the user dictionary

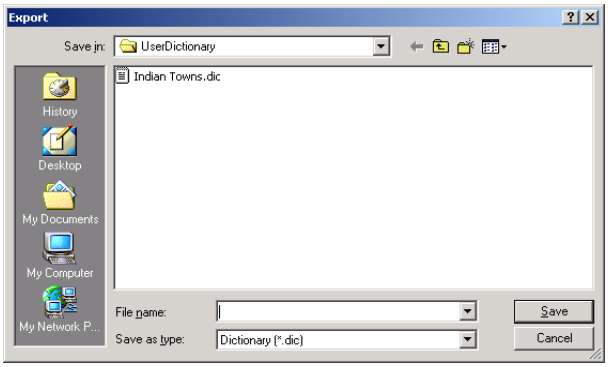
You may generate a list of words using other programs and import them into the user dictionary. The words to be imported must be in a simple text file, one word per line, with no punctuation before or after the word. To import these words, click on the Import button to display the Import dialog:



Navigate to the file containing the words and click on the Open button. The words in the file will be loaded into the user dictionary for OCR.

Exporting words from the user dictionary

You may export the words currently in the user dictionary to a simple text file. Each word will be on a separate line. To export the words, click on the Export button to display the following dialog:



Specify the file name you want to create and click on the Save button.

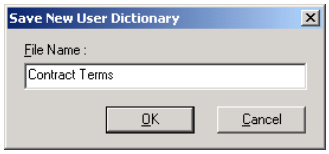
Ending the edit session

When you are finished modifying the user dictionary, click on the Close button to return to the User Dictionary Files dialog.

Downloaded From ManualsPrinter.com Manuals

Creating a new User Dictionary

To create a new User Dictionary, click on the New button in the User Dictionary Files dialog. This will display the following dialog:



Give the new user dictionary a name and click on the OK button. This will create the user dictionary file ("Contract Terms") and display the dialog for adding, importing, or deleting words. See the "Modifying a user dictionary" section of this manual for more details.

Setting the Reject Character

If the OCR engine does not recognize a particular character, it will use the Reject Character to hold its place in the generated output. The "*" character is the default; to change this unrecognized character flag, select another character from the drop-down menu.

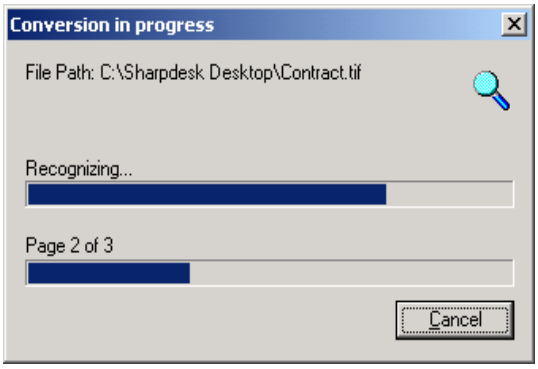
Controlling the OCR Options Dialog

The Convert by OCR options dialog appears by default every time an OCR operation is started from Sharpdesk. If you want the current option settings to be used without seeing the dialog, uncheck the "Show dialog when OCR is performed" box and the OCR process will proceed without further interaction. If you change your mind later, you can recheck the box through the Tools/Preferences/Convert by OCR menu item.

Convert an Image using Drag-and-Drop

To convert an image to text using drag and drop:

1. In Sharpdesk, select the image you want to convert in the Sharpdesk work area.
2. Make sure the Output Zone bar appears by selecting the **Output Zone** command from the View menu.
3. Drag and drop the image onto the **Convert by OCR** option on the Output Zone bar. A dialog appears showing you the progress of the conversion.



Conversion in Progress Dialog

[If the "Show this dialog every time OCR is processed" is checked (see Properties discussion below), the Convert by OCR Preference tab will be displayed first.] This dialog shows you the name of the file being converted and the progress of the entire job. Once the conversion

Downloaded From ManualsPrinter.com Manuals

completes, the dialog automatically closes and the finished text document appears in the appropriate application. If you click **Cancel**, the ongoing conversion process is canceled.

Downloaded From ManualsPrinter.com Manuals

Chapter 9
Glossary

Introduction

The following terms and definitions can assist you when working with Sharpdesk.

A

ASCII

Acronym for American Standard Code for Information Interchange. A set of definitions for the bit composition of characters and symbols. ASCII defines 128 symbols using 7 binary bits and 1 parity bit.

B

Browser

The application program, such as Microsoft's Internet Explorer, that lets you display HTML documents.

D

Default Setting

A system setting incorporated at the factory and permanently registered to the application. Also, a value or a setting that the software assumes until or unless you specify another value.

Devices

A device is a piece of hardware such as a scanner, printer, fax machine, digital camera or copier.

DPI

Dots per inch. A unit of measurement for indicating a printer's resolution.

Downloaded From ManualsPrinter.com Manuals

G

Graphic

A written, printed, or electronically displayed symbol or drawing. Also, characters or text that have been generated by a computer graphics application program.

Grayscale

An image in black and white created from a color image using different intensities of black.

I

Image

In Sharpdesk, an image is used interchangeably with Document. Commands and functions work exactly the same regardless of whether the item in question is a .TIF file, a .JPG file, or a .DOC file.

L

Landscape Orientation

The horizontal orientation of your document or image across the length of the page. The term landscape is derived from pictures of the landscape, which are usually horizontal in format.

O

OCR

Optical Character Recognition. A technology that lets you turn a paper document into an editable electronic document.

Output Zone

A Sharpdesk added toolbar allowing quick access to print, fax, scan, e-mail, and OCR an image.

P

Paper Feed

Movement of a sheet of paper into the printer's paper path.

PC Fax

An electronic way to send and receive faxes from your computer. A PC fax is sent from or received by a computer.

Portrait Orientation

The vertical orientation of your document or image across the width of the page (letter style). This is the opposite of landscape orientation.

Printer Driver

Software that sends printing instructions to a printer. The printer driver keeps track of the attributes of a printer and the codes a program must send to access those attributes.

S

.SDF File

A Sharpdesk-created file that can be opened and edited in the Sharpdesk Composer.

Downloaded From ManualsPrinter.com Manuals

T

TWAIN

Both a protocol and an application programmer's interface (API) that lets you input image data directly from any source (for example: desktop and hand-held scanners, video capture boards, digital cameras, and other imaging equipment) without requiring you to switch out of the application. It provides compatibility between image input devices and applications by acting as the liaison between hardware devices and software applications. TWAIN, the industry standard, was developed by the TWAIN working group which consists of representatives from many leaders in the scanner hardware and software industry.

Downloaded From ManualsPrinter.com Manuals